



Deputy Headteacher Job Description

JOB DESCRIPTION FOR:	Deputy Headteacher	Name:	
Calibri (Body)			
Main responsibilities/Purpose:			
The Deputy Headteacher must make a positive contribution to the advancement and Christian ethos of the school. Expectations for this role are:			
<ol style="list-style-type: none"> I. To maintain the teaching and traditions of the Catholic faith throughout the life of the school so as to promote the personal and spiritual development of pupils and staff. II. To assist, promote and develop the ethos of the school liaising closely with the local and wider community and to assist in developing high standards of achievement. III. To work with the Headteacher in the leadership and management of the school so as to promote the effective education for all the children within the framework provided by the policies of the Governing Body and with respect to statutory requirements. IV. To provide vision and leadership in all areas of responsibility in accordance with the school's Foundation statement. V. To show initiative and good example in all matters relating to the work and general conduct of the school. VI. To have responsibility for updating relevant sections of the OFSTED Self Evaluation Form VII. To contribute to regular school audits which monitor & evaluate aspects of school VIII. To Line Manage Curriculum Areas or Pastoral Groups with focussed Performance Targets 			
Line Manager: Headteacher			
Line Managing: Curriculum Leaders for English, Maths, Science and Religious Education			
Liaising with:			
Working Time:			
Target Teaching Load:			
Salary/Grade: Leadership Spine			
Position on Pay Scale (highlight): NQT Main Pay Range Upper Pay Range Leadership			
Administrative			
Relating to School Mission Statement:			
<ul style="list-style-type: none"> • In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St. Mary's Catholic High School, Leyland places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils. Achievement Leaders are expected to set a positive example to others in this respect. 			
Working alongside & standing in for HT:			
<ul style="list-style-type: none"> • To work with the Headteacher and others to create a shared, strategic vision • To lead planning which sustains school improvement • To be a member of the Senior Leadership Team • To undertake the professional duties of the Headteacher in his absence • To support the Headteacher in the efficient & effective Appraisal of staff • To assist the Headteacher in determining the staffing structure of the school. • To assist the Headteacher and participate in the key task of selecting and appointing teaching and non-teaching staff, having regard to Archdiocesan and Local Authority guidelines and advice. 			
Leadership			
<ul style="list-style-type: none"> • To direct the Pastoral Assistant Headteacher & Coordinator for Raising Attainment in making arrangements for Pupil Awards. This explicitly includes trips, certificates, awards assemblies and the autumn awards event etc. • To organise Morning Briefings on Monday, Wednesday & Friday; this involves liaising with the School Chaplain over prayers and liaising with the Headteacher's secretary over messages to staff. 			
Monitoring & Evaluation:			



Deputy Headteacher Job Description

- Creation & implementation of an annual plan to monitor the work of subject leaders
- Development of templates facilitating simple, accurate data collection and written commentary on progress to targets and completion of department development plans
- Advising other senior leaders on dates and methods for this system
- Making arrangements for the involvement of Governors in this process

Teaching & Learning:

- To undertake a continued programme of development of your own teaching practice so that you are a credible witness to high quality teaching
- Ensuring that any Monitoring & Evaluation work undertaken links seamlessly with T&L objectives

Curriculum:

- To have immediate responsibility for the school Timetable; to share this responsibility appropriately so that others are developed in TT skills
- Oversight of the planning and delivery of the Options process; lead, mentor and work in conjunction with the Coordinator for ITT/NQT & Alternative Pathways
- To have oversight of the design & function of a school curriculum

Assessment, Recording & Reporting

- Lead, mentor & work in conjunction with a colleague who has a junior responsibility for Assessment, Recording & Reporting.
- Develop clear policies, disseminate them effectively and update them when necessary
- To contribute to whole school Self-Evaluation relating to data analysis and target setting
- To *advise* the Headteacher on statutory target setting and liaise at Governor and School Advisor level.
- To manage on-line data analysis [RAISE online, FFT, Lancashire ROSE, SISRA, 4 Matrix, Flight Path information etc.] and advise appropriately
- Training for Curriculum Leaders on data
- The development of SIMS as a data analysis tool
- To advise and disseminate information to Curriculum Leaders relating to performance and targets
- Provide KS3 & KS4 cohort progress data analysis for Year Leaders supporting intervention needs
- To track the progress of groups of pupils relevant to RAISE online analysis and to recommend actions according to the performance of these groups
- Liaison with the Examination Officer & the ICT Technical Team with reference to SIMS, Assessment Manager
- To oversee the effective sharing of targets with:

Pupils: *Target sharing-ensuring good departmental and individual teacher practice*

Parent: *Production of Progress Evening sheets for all Year Groups, supporting reporting element of target setting*

Staff: *Record books information, Departmental specific feedback from RAISE online, FFT, Lancashire ROSE, SISRA, 4 Matrix, Flight Path etc.*

- To lead Academic Board Meetings and manage this group strategically
- To lead on setting and streaming so as to ensure every child is challenged.
- Oversight of KS4 pupil monitoring
- Oversight of arrangements for Reporting Pupil Progress to parents
- Oversight of an effective KS3 system of levelling, tracking and sharing targets
- Creation of strategies which ease transition between KS2 and KS3
- Reporting of school performance to staff and Governors
- To provide a calendar for the annual cycle of Assessment (the MARRA)

Managing the performance of others

- To meet with specified Curriculum Leaders throughout the year so as to evaluate subject progress to targets; to feed back this information to the senior team recommending interventions where appropriate
- Within the process of Performance Management/Appraisal to give detailed summary reports on



Deputy Headteacher Job Description

colleagues for whom there is a responsibility to Line Manage with recommendations for Pay Progression

Attendance of Staff

- To act on weekly reports on staff attendance given by the Business Manager & HT Secretary
- Monitor the impact of short & longer term staff absence on learning for different pupil groups & take decisions relating to cover teaching
- To be the first point of contact for staff returning to work; conducting interviews and completing the necessary paperwork

Extra-Curricular:

- To attend PTA meetings and support school functions

Report to Governors on the above

- Written reporting 3 times per year (HT Governor Termly Report)
- Attendance at Governors meetings when necessary*

**If not already a staff Governor*

Duties related to Teaching & Learning:

The Teachers' Standards document gives a full description of teacher competencies at different levels. This will be referred to when making judgements on the quality of teaching and performance generally under Appraisal/Performance Management regulations.

<http://www.education.gov.uk/schools/teachingandlearning/reviewofstandards>

- To meet the Teachers' Standards
- To undertake a pro rata appropriate programme of teaching in accordance with the duties of a qualified teacher.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To make appropriate provision for pupils with Special Educational Needs based on the I.E.P.'s produced in conjunction with the Learning Support Department.

Duties relating to Pastoral /Other/Specifics:

Signature Post Holder:

Signature Line Manager:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual



Deputy Headteacher Job Description

task undertaken may not be identified.