



Deputy Headteacher Job Description

JOB DESCRIPTION FOR:	Deputy Headteacher Teaching & Learning	Name:	
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 range			
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 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. 			
Staffing & Performance Management/Appraisal:			
<ul style="list-style-type: none"> • To work with the Headteacher in the deployment and management of all teaching and support staff appointed to the school by allocating particular duties consistent with their conditions of employment • To ensure that cover is provided for absent teachers according to resources available and taking into account teacher conditions of service. • To promote and develop good management practice, positive staff participation, effective communication and clear procedures. • To supervise and participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in the school, including participation in the identification of areas in which he/she would benefit from further training and undergoing such training. 			



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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
- Ensure the Headteacher is aware of standards of teaching provision across school
- Provide regular reports to the Headteacher & Governing Body on progress towards Teaching & Learning Improvement goals
- Secure effective teaching across school & address inadequacies where identified
- Ensure robust systems are in place to identify and respond to underperformance in teaching provision
- Ensure best practice is disseminated and developed to support improvement across school
- Encourage innovation among colleagues **and** affirm "traditional" pedagogy which is successful
- Set in motion plans for **UPS3** teachers to support teachers who need or are seeking to improve their teaching; support on the vision, planning & implementation of this will come from the Headteacher
- Set in motion plans for **UPS2** teachers to take responsibility for delivery T&L INSET, developing & sharing best practice; support on the vision, planning & implementation of this will come from the Headteacher
- **Support** the work of a research team who have the job of preparing & organising INSET for the next school year
- Ensure teaching rooms are equipped to the best standards within available resources.
- Ensure that self-evaluation of Teaching & Learning is accurate for OFSTED purposes
- Provide feedback that informs the School Performance Development (Appraisal) process
- To oversee the planning of an annual programme for school INSET (Liaise with SLT on dates and topics/foci; Produce A5 INSET pamphlets disseminating information to staff; liaise with kitchen staff regarding refreshments etc; coordinate the overall delivery so that contributors are informed/prepared appropriately and thanked for their work)

Leadership of Cross-Phase Group

- To work in harness with the Coordinator for Cross-Phase Liaison in all activities relating to the recruitment of new pupils
- To guide the work connected to cross-phase activity

OFSTED Interface:

- To update SLT, Governors and subject leaders on **OFSTED advice and best practice**

Monitoring & Evaluation:

- To have principal responsibility for developing and implementing systems to monitor & evaluate the quality of pupils' learning; specifically this is related to the scrutiny of pupil books and the quality of assessments. With Work Scrutiny there is a need to ensure Curriculum Leaders are using effective practice to improve the quality of feedback and marking. Also, it is important to ensure SLT are engaged in monitoring this work. With Assessment, this is related to the need to ensure the efficacy of assessments so that data is known to be reliable.
- Determination and implementation of an annual plan for subject audit/subject work scrutiny
- Communication of objectives to Curriculum Leaders
- Delegation of responsibilities to other members of the Leadership Team
- Production of subject reports outlining points of good practice and areas for development
- Coordinate a system for Pupil Voice which gives responsibility to Pastoral Leaders or collecting information which influences strategic decision making.

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



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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 task undertaken may not be identified.