



St. John Fisher Catholic Primary School Governing Body



Growing and Learning Together with Christ

DEPUTY HEADTEACHER

JOB DESCRIPTION

Catholic Purpose and Identity of the School

The deputy headteacher must understand the nature and purpose of Catholic education and know that his or her first responsibility is to support the headteacher to establish and sustain the Catholic identity of the school and safeguard the teaching of the Church. He or she must ensure that this Catholic identity is reflected in every aspect of the life of the school. In particular in the curriculum, the day to day organisation of the school, staff development, staff and pupil relationships and the partnership between school, home, parish, local community and other schools, the LA and other agencies.

Leadership in Catholic Education

The deputy headteacher shares responsibility for the leadership of a Catholic education community and the discharge of this vital role requires a significant theological insight and vision of the development of a Catholic primary school. The deputy headteacher must support the headteacher to establish a culture that promotes excellence, equality and high expectation of all pupils.

KEY AREAS OF ACTIVITY

Strategic direction and development of the school

- To help to formulate the aims and objectives of the school and policies for their implementation.
- To lead the school in clearly articulating its faith values, mission and ethos.
- To demonstrate the capacity to safeguard and protect the welfare of children.
- To lead the school in the policies and practices of continuous school improvement and staff development and to constantly seek strategies which will bring about that improvement.
- To keep up to date with current issues in teaching and learning and in school improvement and to share this with staff.
- To work in partnership with the headteacher and governors in the cycle of planning, implementation, review and evaluation of the School Development Plan.
- To monitor and evaluate the impact of the school's policies, practices, targets and priorities, identifying developments needed and working with the headteacher to achieve them.
- To play a full part in developing and maintaining equal opportunities in the school.

Teaching and Learning

- To play a major role in the development of high quality teaching and learning throughout the school, including teaching English groups in Year 6.
- To assist the headteacher in the delivery of the school's Religious Education programme.
- To seek ways of sharing good practice and ensuring dialogue about teaching and learning amongst school staff.
- To ensure curricular policy development which is focussed on continuous improvement.
- To manage assessment throughout the school – ensuring that the progress of pupils is monitored, recorded and shared with staff/parents/governors.

Leadership and Management

- To share in the leadership of the school in the Leadership Team and to bring out the potential for leadership in others.
- To challenge and support all others in developing professionally, both formally and informally.
- Take a lead role in the monitoring and evaluation of standards across the school.
- To work with the headteacher on appointing of staff.
- To make effective use of staff expertise and assist the headteacher in the performance management.
- To plan, implement and evaluate school based development opportunities for all staff.
- To work with colleagues to implement coaching and mentoring systems to ensure the support and development of all staff working within the school.
- To ensure own continuing professional development.
- To deal promptly and effectively with any poor performance of staff, teams or pupils.
- To undertake, in the absence of the headteacher, the professional duties of the headteacher.
- To work with the headteacher on the organisation and day to day running of the school and the school's performance to a range of audiences, enabling them to play their part effectively.
- To organise staff cover for absence and planned courses.
- To take responsibility for line management of 'Extended School Staff'. At St. John Fisher we have flourishing breakfast, after school and holiday clubs.
- To line manage support staff.
- To be responsible for the school's budget and financial management in the absence of the headteacher.
- To be responsible for income and expenditure of the budget(s) as allocated.
- To adhere to the School's Financial Policy and Procedures.
- To undertake any professional duties reasonably delegated by the headteacher.

Pastoral Care

- To share with the headteacher the overall responsibility for the welfare and needs of pupils and staff.
- To help create and maintain a positive, caring and happy school environment.
- To liaise with the Inclusion Leader on interventions and programmes promoting inclusive holistic education.
- To share responsibility with the headteacher for the safety of pupils and staff at all times.

Communication and Community Links

- To fully support the life and work of the school.
- To develop and maintain positive and effective relationships with parents, the local parishes, local schools, community and governors.
- To develop and maintain links with the Diocese, LA and Advisory and Support Services.
- To provide information and objective advice and support to the Governing Body to enable it to meet its responsibilities.
- To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement.

Administrative Responsibilities

- To be responsible for the distribution of relevant information to all staff.
- To lead organisation of timetables and effective use of staffing.
- To take responsibility for some aspects of resource management in the school.
- To help to create and maintain an attractive, effective and exciting environment for learning.