



JOHN HENRY NEWMAN CATHOLIC COLLEGE

Heart Speaks To Heart

Job Description

Deputy Headteacher
L22-26 March 2020



Leading Parent
Partnership Award

2017-2020



Artsmark
Platinum Award
Awarded by Arts
Council England

Indicative Salary Range (ISR):

Salary ISR
L22-26 (£68,851 - £75,936)

Responsible to: The Principal

1 Introduction

- 1.1 This appointment is with the Governors of the School under the terms of the Catholic Education Service contract signed with the Governors as employers. The Governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.
- 1.2 The appointment is subject to the current conditions of service for contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Deputy Headteacher will consult, where appropriate, the Principal, the Governing Body, the Diocese, the Local Authority, the staff of the school, the parents of its pupils and the parishes served by the school.
- 1.3 This job description may be amended at any time, following consultation between the Principal and the Governing Body and will be reviewed annually.

2 Core Purpose of the Deputy Headteacher

- 2.1 The Deputy Headteacher will have overall responsibility for the behaviour and personal development of students, working closely with the Principal to ensure that rigorous accountability structures offer appropriate support and challenge. The Deputy Headteacher will share in the leadership and the corporate responsibility of the school and assist the Principal in ensuring high quality education and outcomes for all students, continuous school improvement and ongoing staff development.
- 2.2 To this end, the core purpose of the Deputy Headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success, the Deputy Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils.
- 2.3 The Deputy Headteacher has a shared responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies enabling pupils to achieve their God-given potential, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.
- 2.4 Accountable to the Principal and Governing Body, the Deputy Headteacher provides vision, leadership and direction for the school and ensures it is managed and organised to meet the school's aims and priorities. Working alongside the Senior Leadership Team, the Deputy Headteacher is responsible for evaluating the school's performance to identify the priorities for continuous improvement.

- 2.5 The Deputy Headteacher, working with and through others, secures the commitment of the wider community by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children. Through such partnerships and other activities, the Deputy Headteacher plays a key role in contributing the development of the education system as a whole and collaboration with others to raise standards locally.
- 2.6 The Deputy Headteacher, working with the Governing Body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.
- 2.7 The Deputy Headteacher must manage themselves and their relationships well. Leadership is about building a professional learning community, which enables others to achieve their potential as a child of God. Through performance management and effective continuing professional development practice, the Deputy Headteacher should support all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and range of leadership skills and actions required of them, the Deputy Headteacher should be committed to their own continuing professional development.
- 2.8 The Deputy Headteacher needs to assist in the provision of effective systems and processes which are fit for purpose and which uphold the principles of transparency, integrity and probity. The Deputy Headteacher should also seek to build a successful organisation through effective collaboration with others.

3 Specific Responsibilities

- To work with the Principal to strategically drive and maintain a safe, calm, orderly and positive environment in the school and ensure that this has a positive impact on the behaviour and attitudes of pupils.
- To ensure that the routines and expectations for the behaviour of pupils is clearly articulated, shared, understood and acted upon effectively by all stakeholders.
- To develop CPD programmes to support staff in behaviour management.
- To maintain a strong focus on attendance and punctuality so that disruption to learning is minimised.
- To ensure clear and effective behaviour and attendance policies, that all staff apply consistently and fairly.
- To ensure that pupils fulfil their definite purpose (positive attitudes to learning) in order to maximise their attainment.
- To maintain an environment in which pupils feel safe, and in which bullying, discrimination and peer-on-peer abuse – online or offline – are not accepted and are dealt with quickly, consistently and effectively whenever they occur.
- To provide strategic support to Senior Leaders responsible for any additional or alternative provision for students who are being educated outside of the 'mainstream' school.
- To establish and maintain policies and practices that develop responsible, respectful and active citizens who are able to play their part and become actively involved in public life as adults.

- To ensure that opportunities are provided to develop and deepen pupils' understanding of the fundamental British values of democracy, individual liberty, the rule of law and mutual respect and tolerance.
- To promote equality of opportunity and an inclusive environment that meets the needs of all pupils.
- To support policies and practices that develop pupils' character, confidence, resilience and knowledge so that they can keep themselves mentally healthy and flourish in our society, including the ability to recognise online and offline risks and how to access the support that is available to them.
- To support pupils' readiness for the next phase of education, training or employment so that they are equipped to make the transition successfully.
- To be a consistently outstanding role model and play a major role in the development of high quality behaviour, attitudes and personal development throughout the school.
- To line manage the Heads of Year and oversee their work in maintaining high standards of behaviour, attitudes and personal development.
- To ensure the ongoing monitoring and regular evaluation of the quality of behaviour, attitudes and personal development across the school.

4 General Duties and Responsibilities

4.1 Catholic and Spiritual Life

The Deputy Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that:

- The school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Archdiocese of Birmingham.
- Religious Education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.
- Religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- The school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development.
- Contribute to a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, and that life is lived explicitly and consciously in the presence of God.

4.2 Safeguarding Children & Safer Recruitment

John Henry Newman Catholic College is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and Keeping Children Safe in Education 2019 and expects all staff and volunteers to share this commitment.

The Deputy Headteacher will ensure that:

- The school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to develop fully as persons and to recognise their own dignity and the dignity of others as children of God.
- The policies and procedures adopted by the Governing Body are fully implemented and followed by all staff.

- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy.

4.3 Leading with Impact

- To assist in the smooth running of the school at all times, including being responsible for the school in the absence of the Principal.
- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Establish a commitment amongst pupils, staff and parents to the school's mission in partnership with the Governing Body and through personal conviction.
- Demonstrate the vision and values in everyday work and practice. Motivate and work with others to create a shared culture and positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that the strategic planning takes account of the diversity, values and experience of the school and community at large.
- Act as a credible public advocate for the school, promoting its aims and vision convincingly.

4.4 Excellence in Teaching and Learning

- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure high quality Personal, Social, Cultural, Moral and Values Education in accordance with the teachings and doctrines of the Catholic Church.
- Develop effective links with the parish and wider Catholic community, including local partnership arrangements, to extend the curriculum and enhance teaching and learning.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Implement strategies that secure high standards of behaviour and attendance.
- Monitor, evaluate and review classroom practice and promote improvement strategies based on research and evidence informed practice.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.
- Create an environment where teachers are able to raise standards or innovate in collaboration with others by innovating structures and processes that focus on pupil progress and attainment across schools.
- Identify, plan and deliver appropriate CPD in order to develop staff across the school and ensure compliance with relevant legislation/guidance.

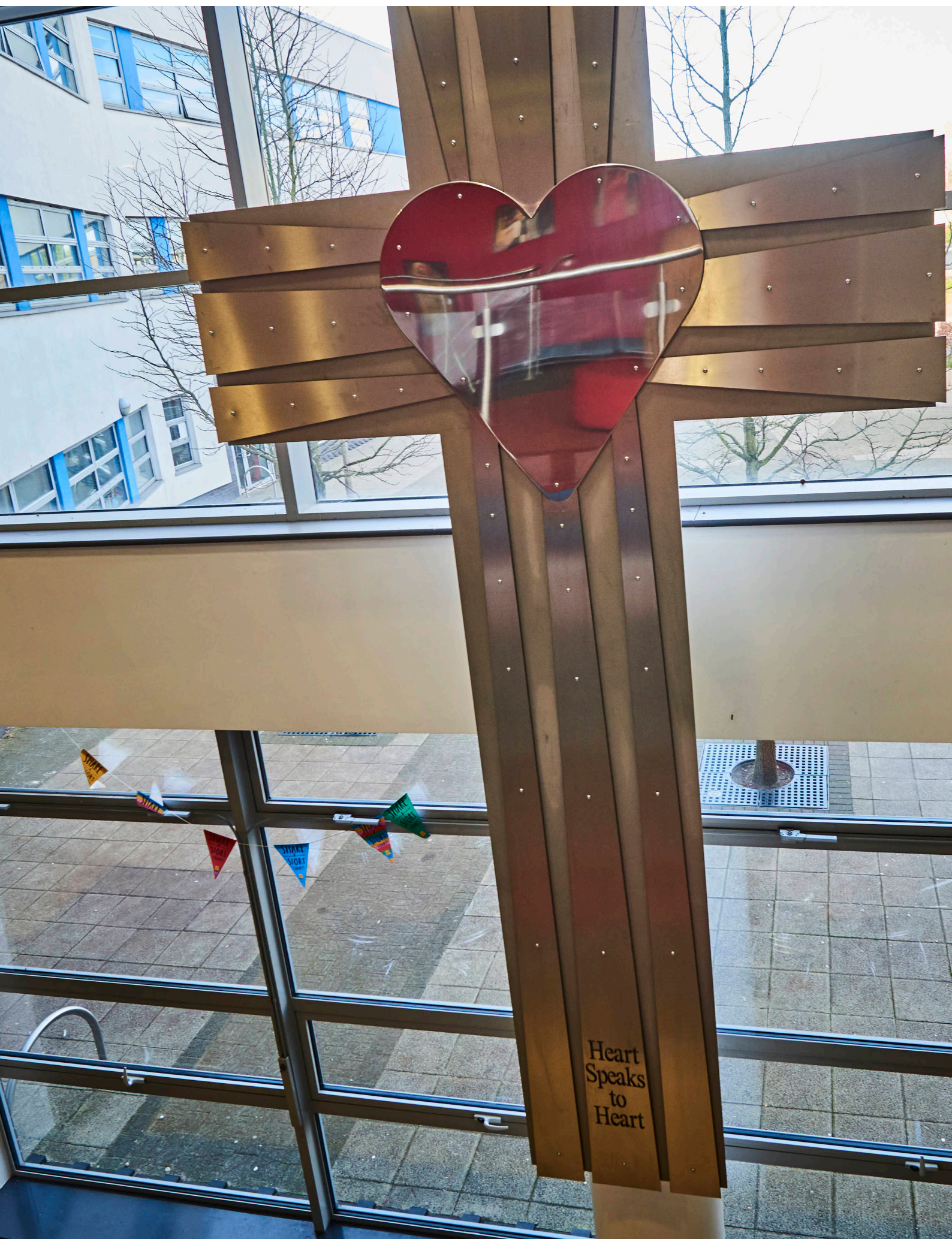
4.5 Working in Partnership

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the school and its mission.
- Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development and further the distinctive Catholic nature, purposes and aims of the school.
- Report regularly to Governors to ensure they are informed about the current performance of the school.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.

- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, with clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Look beyond the school context to identify excellence, best practice and expertise in other sectors or services and embed this across the school in areas such as accountability, governance, or continuous improvement.

4.6 Managing Resources and Risk

- Create a pastoral structure which reflects the school's values, and enables the management systems, structures and processes to work effectively.
- In conjunction with the Principal and members of the Senior Leadership Team produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that, within the Catholic ethos, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.



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For every child to know they are loved and to develop a relationship with Jesus through 'Heart Speaks to Heart'.