



**St Ralph
Sherwin**
Catholic Multi Academy Trust

DEPUTY HEAD TEACHER JOB DESCRIPTION

Introduction

The Academy has been designated by the Secretary of State as a school with a religious character. Its instrument of government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with canon law, the teachings of the Roman Catholic Church and the trust deed of the Diocese of Nottingham and St Ralph Sherwin Catholic Multi-Academy Trust. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The role of deputy headteacher therefore requires a practising Catholic who can show by example and from experience that he or she will work with the headteacher to ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the Academy Trust under the terms of the Catholic Education Service. It is subject to the current conditions of service for deputy headteachers 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 shall consult with the headteacher and, when appropriate, with the local governing board, the Catholic Multi-Academy Trust, the Diocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school, other Catholic and local schools.

This job description is based on the key areas identified in the *National Standards of Excellence for Headteachers* published by the Department for Education (2015). It recognises the role of the deputy headteacher in sharing responsibility for the leadership of the school.

The board and the Diocese acknowledge the importance of the role of the Catholic deputy headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.

The core purpose of the deputy headteacher is to assist the headteacher to set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in all areas of the school's work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with canon law, the teachings of the Catholic Church and the trust deed of the Diocese of Nottingham. **Therefore, the post of deputy headteacher must be filled by a practising Catholic who can show, by example and from experience, that he or she will ensure that the school is distinctively Catholic in all aspects.**



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The Four Domains

The *National Standards of Excellence for Deputy Headteachers* are set out in four domains.

There are four 'Excellence as Standard' domains:

- Qualities and knowledge
- Pupils and staff
- Systems and process
- The self-improving school system

Domain One

Excellent deputy headteachers in Catholic schools: qualities and knowledge

Deputy headteachers:

1. Deputise for the headteacher in his/her absence and work with the headteacher to hold and articulate clear values and moral purpose, which take account of the educational mission of the Church focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour which stems from Christ's vision for humanity. Promote positive relationships and attitudes towards their pupils, staff and parents.
3. Inspired by Christ, lead by example – with integrity, creativity, resilience, and clarity – drawing on their own professional knowledge, understanding, expertise and skills.
4. Pursue continuous professional development.
5. Work within a clear set of principles influenced by the Gospel message and Church teaching, centred on the school's vision.
6. Work with the headteacher to communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Domain Two

Excellent deputy headteachers in Catholic schools: pupils and staff

Deputy headteachers will work with the headteacher to:

1. Act as designated safeguarding lead for the school.
2. Demand ambitious standards for all pupils.
3. Secure excellent teaching.
4. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within the school.
5. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
6. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.



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7. Hold staff to account for their professional conduct and practice, emphasising the distinctive nature of Catholic Education.

Domain Three

Excellent deputy headteachers in Catholic Schools: systems and process

Deputy headteachers will work with the headteacher to:

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity reflecting the school's Gospel values.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Develop effective governance.
5. Ensure effective and efficient use of budget and resources.
6. Develop leadership throughout the school.

Domain Four

Excellent deputy headteachers in Catholic schools; the self-improving system

Deputy headteachers will work with the headteacher to:

1. Create outward-facing schools which work with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Ensure that the school is constantly seeking to be self-improving.
4. Provide high quality professional development opportunities for all staff.
5. Model innovative approaches to school improvement and leadership.
6. Inspire and influence others – within and beyond schools – to believe in the fundamental importance of Catholic education in young people's lives and to promote the value of education.



DEPUTY HEAD TEACHER

PERSON SPECIFICATION

	Essential/ Desirable	identified
Training Qualifications and Experience		
Practising Catholic	E	A/R
Degree qualification or equivalent	E	A
Teaching qualification together with Qualified Teacher Status (QTS)	E	A
Experience in leading school worship	E	A/L/I/O
Experience at middle leadership level	D	A/I/R
Experience of pastoral leadership (preferably in a Catholic School)	D	A/I
Experience at senior leadership level	D	A/I
CCRS/CTC or equivalent or a commitment to obtaining the qualification	E	A/I
NPQSL, NPQML or equivalent leadership qualification	D	A/I/R
Evidence of active involvement in school self-evaluation and development planning	E	A/L/I
Experience of and ability to contribute to staff development (eg – coaching, mentoring, INSET)	E	A/L/I
Evidence of responsibility for policy development and implementation	E	A/L/I
Evidence of appropriate safeguarding training	E	A/L/I
Track record of successful pastoral experience (preferably in a Catholic School)	E	A/I/R
Track record of successful leadership of groups of people	E	A/I/R
Track record of successful leadership of a whole school project/initiative	E	A/I/R
Track record of effective classroom practitioner within key stages 3 and 4	E	A/I/R/O
Experience of working with outside agencies	D	A/I
Experience in Child Protection	D	A/I
Experience with transition from KS2 to KS3	D	A/I
Involvement in parish community	D	L/I
Evidence of appropriate professional development for the role	E	A/L/I
Professional Knowledge and Understanding of:		



Keeping Children Safe in Education and Safeguarding requirements	E	L
the distinctive nature of the Catholic School and Catholic education	E	L/I
the leadership role in spiritual development of pupils and staff	E	L/I
the effective use of data, assessment and target setting to raise standards	E	L/A/I
Personal Skills and Attributes		
Excellent written and oral communication skills	E	L/I/R/O
Willingness to undertake further training to develop skills	E	L/I
A confident and competent user of information and communication technology	E	L/I/R/O
Enthusiasm, commitment and a positive outlook	E	L/I/R/O
The ability to work independently and as part of a team	E	L/I/R
Possess a willingness to try new approaches and ideas	E	L/I/R/O
Good personal organisation	E	A/L
Keen to embrace opportunities to develop spiritual and pastoral skills	E	L/I
High degree of emotional intelligence when dealing with staff, parents & pupils	E	A/I/R/O

In addition, the interview and reference will explore issues relating to safeguarding and promoting the welfare of our students

E – Essential; D – Desirable A – Application; L – Letter; O – Observation; I – Interview; R - Reference