



Deputy Headteacher

GENERAL RESPONSIBILITIES

To assist in leading the school by promoting its Catholic ethos and managing the progress and development of all students with a more detailed focus on the senior department so that the aims of the school can be implemented consistently and effectively.

OPERATIONAL

- To deputise for the Headteacher when necessary.
- To be able to promote the school with prospective parents and pupils.
- Oversee the school on a day-to-day basis including the programmes for the beginning and end of terms, staff duties, assembly rotas, lunchtimes, supervision before and after school.
- To be able to represent the school appropriately and to work closely with staff, governors, parents, outside agencies and the local community.
- Helping to organise and to participate in school events
- To demonstrate management skills within the school and to co-ordinate various groups / projects so as to be able to manage day-to-day organisation of the whole school i.e. staff cover, Open Day, staff / student timetable arrangements; liaise with parents and outside agencies to facilitate assessments for SEN pupils.
- With the support of the Headteacher and administrative staff, take on the role of examination officer. To make examination entries appropriate, organise examination invigilation rotas and complete online examination arrangements. To be available for pupils and parents at public examination results time in August.
- Coordinating with class/form teachers and subject staff, monitoring the progress of students so as to identify, monitor and remedy under-achievement.
- Ensuring that all assessments and personal records and reports concerning academic and pastoral progress of students, are maintained and coordinated so that an individual student's needs can be supported.
- To support the pastoral system in the school, meeting with parents as necessary and supporting class teachers. Ensuring that pupils' welfare, behaviour, uniform, attendance, punctuality, rewards and sanctions are managed in accordance with general school policy.
- Working closely with class and subject teachers in the senior and prep departments to ensure that the curriculum within their designated year groups is in line with general school policy and best practice. Complete regular classroom observations, work scrutiny and Performance Management System.



LEADERSHIP & MANAGEMENT

- Sit on the school's Senior Leadership Team (SLT) and contribute to strategic planning for the school. Chair meetings when necessary.
- Meet regularly with the Head of the Prep School to ensure consistency across the schools on all cross phase issues.
- Be conversant with SIMS, the school's information management system. Lead the school in its use and extend its capacity to further school improvement.
- To work closely with the Headteacher and the governing body in securing the future development of St. Dominic's Priory School, self-evaluate and implement the School Development Plan.
- Assisting the Headteacher in the monitoring, evaluation and review of the school with particular responsibility for teaching and learning in the senior department.
- Attendance at governors' meetings when required as part of the leadership team.
- Committed to educational excellence and to building on the school's established strengths.

COMPLIANCE

- Lead, within the senior management team, on all areas of compliance ensuring that staff understand and follow the school's policies and processes.
- Update the school's self-evaluation form annually.
- Be conversant with ISSRs and the ISI paperwork so that the school is compliant and ready for Inspection by ISI.

ACADEMIC AND PASTORAL

- Along with other members of the SLT, monitor the work of all academic departments.
- Oversee appraisal and performance management of staff.
- Assist in the appointment of staff, monitoring workload, welfare and encouraging the sharing of good practice.
- Oversee the maintenance of discipline within the school. Lead investigations into serious breaches of school discipline.
- Teach less than 50% of a full timetable in your specialist subject.
- Take assemblies when necessary.
- Responsible to the Headteacher.



QUALITIES OF APPLICANT

ESSENTIAL

- Degree level qualification.
- A genuine interest in the education of young people.
- Inspirational practitioner in their specialist subject.
- Experience of a middle management role either academically or pastorally.
- Experience of leading or being part of whole school initiatives and management change.
- Experience of making difficult decisions and having difficult conversations.
- Excellent interpersonal skills and ability to appeal to all stakeholders in a school.
- Flexibility for dealing with the dynamics of a school and the changing nature of education.
- Ability to develop structures and systems to meet the needs of the role.
- Excellent time-management skills.
- A team player but single-minded as necessary.
- IT literate.
- Willingness to be involved in the extra-curricular life of the school.
- Ambition to develop and move to headship in time.
- Interest in educational research and keeping up to date with current developments and ideas.

DESIRABLE

- Knowledge and understanding of inspection.
- Safeguarding training and appreciation of safer recruitment.
- Practising Catholic and experience of working in a Catholic school.
- Extensive knowledge in the use and further implementation of SIMS.
- Experience and knowledge of being a SENCO or SENCO trained.



Deputy Headteacher

L1 – L7 depending on experience

Owing to the retirement of our much respected Deputy Headteacher and the restructuring of our senior executive team, we are seeking to appoint an outstanding and inspirational teaching practitioner with strong leadership skills. He/she will be an ambitious 'can do' person, with excellent organisational, interpersonal and communication skills. The ability to introduce fresh thinking and innovative ideas will be seen as a major asset. The successful candidate will have benefitted from experience in different schools, and will have made a demonstrable impact in both academic and pastoral areas.

The role is to assist in the overall leadership and management of the school, as part of the Senior Leadership Team (SLT), with overall responsibility for all academic and pastoral matters and to take a strategic lead in the development of teaching, learning, assessment and reporting (including the development of digital learning).

This is a governing body appointment.

Please apply in writing to headspa@stdominicspriory.co.uk setting out why you feel you are suitable for this position and completing the application form which can be downloaded from this site.

The closing date for applications is Monday 27th November 2017.

Interviews will take place between 4th and 8th December 2017.

For further details, please contact: headspa@stdominicspriory.co.uk

Required for September 2018 or sooner.

This post would suit someone with existing Senior Leadership Team experience looking to further their areas of responsibility or someone with suitable experience looking to move into Senior Leadership for the first time. It is likely the successful candidate would be looking to move to headship themselves in the future.

St. Dominic's Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.