

## **Deputy Headteacher Job Description St Mary's Catholic Academy**

**Responsible to:** The Headteacher

The primary academy has been designated by the Secretary of State as a school with a religious character and is part of the St Thomas Aquinas Catholic Multi Academy Trust (the Trust)". The Articles of Association for the Trust state that it and the academies within the Trust are part of the Catholic Church and the academies are to be conducted as Catholic schools in accordance with Canon Law, the teaching of the Roman Catholic Church and the Trust Deed of the Diocese of Nottingham. At all times, the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires 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 its aspects.

This appointment is with the directors of the Trust under the terms of the Catholic Education Service contract signed with the Trust as employers. 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 school governing body, the Nottingham Roman Catholic Diocesan Education Service, the Local Authority, the staff of the school, the parents of its pupils, the parish/es served by the school and the other schools within the Trust.

### **Catholic Purpose and Identity of the School**

The Deputy Headteacher (DHT) must understand the nature and purpose of Catholic education and know that his or her first responsibility is to support the Headteacher in establishing and sustaining the Catholic identity of the school and safeguarding the teachings 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; the partnership between school, home, parish; extended partnerships with the wider local community, other schools, the LA and other agencies.

This duty provides the context for the proper discharge of all other duties and responsibilities

### **Leadership in Catholic Education**

With the Headteacher, the Deputy Headteacher shares responsibility for the leadership of a Catholic school community. A Catholic Deputy Headteacher has the responsibility to develop an ever-deeper understanding of this leadership role through regular reading and participation in appropriate courses, together with frequent reflection

The Deputy Headteacher must support the Headteacher to establish a culture that promotes excellence, equality and high expectations of all pupils

## **KEY AREAS OF THE ROLE**

### **Strategic direction and development of the primary academy and Trust**

The DHT will:

- Be able to clearly articulate the school's faith values, mission and ethos
- Help to formulate the aims and objectives of the school and to develop policies and whole school strategies to achieve them
- Lead the implementation of new strategies for academy and when required Trust improvement.
- Effectively take a significant lead in school improvement and staff development in the academy
- Work with the senior leadership teams on Trust improvements and staff development
- Work in partnership with the Headteacher and Governors to contribute to the cycle of planning, implementation, review and evaluation of the School Improvement and Development Plan
- Monitor and evaluate the impact of the school's policies, practices, targets and priorities, identifying developments needed and work with the Head to achieve them

### **Teaching and Learning**

The DHT will:

- Assist the Headteacher in the delivery of the school's Religious Education programme
- Provide an excellent role model of teaching in a Catholic school
- Assist the Headteacher, through rigorous monitoring activities, to maintain high standards of teaching and learning throughout the school
- Provide additional support for colleagues whose performance has been identified as requiring improvement over time.
- Ensure that pupils across the school make good progress by regularly monitoring classroom practice and analysing assessment information.
- Take a lead in planning for intervention support when pupils are identified as in danger of falling behind.

### **Leadership and Management**

The DHT will:

- Undertake, in the absence of the Headteacher, the professional duties of the Headteacher
- Take a major role in the leadership of the school as a member of the Senior Leadership Team
- Take a significant role in the leadership of the Academy Trust
- Support the Headteacher in organising the day-to-day running of the school.
- Provide an excellent model of subject leadership.
- Recognise and develop leadership potential in others
- Challenge and support colleagues and support the Headteacher in holding staff to account for poor performance.
- Support the Headteacher and Governing Body in the recruitment and deployment of staff.
- Support the Headteacher in the performance management of staff
- Have an ongoing commitment to personal continuing professional development
- Have a commitment to promoting safeguarding, in all its aspects

- Provide analyses and reports on the school's performance to a variety of audiences.
- Motivate and enthuse children and colleagues by a positive, active and supportive attitude
- Be responsible for the school's budget and financial management, in the absence of the Headteacher
- Be responsible for income and expenditure of any specifically allocated budget(s).
- Adhere to the School's Financial Policy and Procedures

### **Personal Development, Behaviour and Welfare**

The DHT will:

- Strive to live out the school's Mission Statement.
- Provide an excellent model of positive professional behaviour and self-discipline.
- Promote the highest standards of behaviour for pupils
- Ensure the school's policies on personal development, behaviour and welfare are fairly and consistently implemented across the school.
- Ensure that all safeguarding policies and procedures are followed rigorously.

### **Communication**

The DHT will:

- Fully support the ethos and educational mission of the school
- Help maintain and further develop positive relationships with parents, Governors, local parishes and the wider community.
- Help maintain and further develop positive relationships with the Diocese, the LA and Support Services
- Provide information and support to the Governing Body to enable it to meet its statutory responsibilities

This job description will be reviewed at least annually as part of your Performance Management programme.

The post-holder will be expected to operate under the current School Teachers Pay and Conditions of Service Document.

The Deputy Headteacher will have access to a range of professional development activities and opportunities

The St Thomas Aquinas Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate.