



St. Joseph's Catholic Primary School
George Row, Bermondsey, London SE16 4UP

Mission Statement

At St. Joseph's School, we aim to grow and learn together within a loving and caring environment which reflects the Gospel values. We encourage all our children to reach their full potential in all aspects of their education.

Deputy Headteacher – Job Description

Leadership Scale: L9-L16

Responsible to: The Headteacher

1. Introduction

- 1.1 This appointment is with the Multi Academy Trust under the terms of the Catholic Education Service contract signed with the Trust as employers. The CEO and governors will appoint a person who can support the Catholic ethos of the school community.
- 1.2 The appointment 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.
- 1.3 This job description may be amended at any time, following consultation between the headteacher and the deputy headteacher and will be reviewed annually.

2. Core Purpose of the Deputy Headteacher

- 2.1 To set the context, the core purpose of the Deputy Headteacher is to provide professional leadership and management for a school. This will support the achievement of high standards in all areas of the school's work. The Deputy Headteacher will support the Headteacher to establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Deputy Headteacher must support a culture that promotes excellence, equality and high expectations of all pupils.
- 2.2 The core purpose of the Deputy Headteacher is to support the headteacher in 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 Diocese of Southwark;
 - 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, academic achievement, attitudes to learning, behaviour and personal development;
- 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: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; recognise their own dignity and the dignity of others as children of God;
- all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

General Duties and Responsibilities

To carry out the duties of the Deputy Headteacher as set out in the current School Teachers' Pay and Conditions Document.

Key Areas of Responsibility

1. Leadership

- 1.1 The 'preferred future', expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and school improvement plan.

Actions

The Deputy Headteacher supports the headteacher in:

- Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
 - The vision must reflect the school's Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.
 - Working within the school community to achieved agreed objectives and which will promote and sustain school improvement.
 - Demonstrating the vision and values in everyday work and practice. Motivating and working with others to create a shared culture and positive climate.
 - Supporting 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
 - Ensuring creativity, innovation and the use of appropriate new technologies to achieve excellence.
 - Ensuring that the strategic planning takes account of the diversity, values and experience of the school and community at large.
- #### **2. Leadership and Management**
- To have subject knowledge of The Religious Education Curriculum Directory (RECD)
 - To ensure 10% of curriculum time is devoted to RE.

- To ensure implementation of whole school policy for CLM/ RE/ Prayer and Liturgy in line with aims and policies of school.
- To be responsible for the collective worship programme and lead this with the appropriate staff.
- Effectively monitor school spend and physical resources to ensure that the RE Curriculum is funded in line with other core subjects.
- Provide induction/continual professional development and bespoke training to meet the needs of all staff regarding RE.
- Report to SLT and Governors termly and the CEO as required.
- Develop and ensure implementation of a whole-school policy for CLM / RE in line with the aims and policies of the school.
- To ensure the school's RE curriculum is fully compliant with the requirements of the RECD and Diocesan requirements.
- Providing evaluative evidence and information for CSI framework inspection.
- Use Diocesan, national and local and school management data effectively to monitor standards of achievement across the school in RE.
- Provide clear guideline of expectations for the implementation of the RE curriculum
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to ensure Catholic life is experienced in all curriculum areas.
- Rigorously monitor and evaluate teaching and learning by:
 - Observation
 - Learning walks
 - Book scrutiny
 - Data analysis of assessment
 - Pupil, staff, SLT and parent interviews
- Lead professional development of staff through example and support to ensure full knowledge and understanding of what RE should be in school and an enjoyable subject to teach and learn.
- Support development of the liturgical calendar and link to the school monitoring calendar.
- Work with colleagues across the Trust and within link schools to share and lead best practice across the network

3. Leading Learning and Teaching

3.1 In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God.

Actions

The Deputy Headteacher supports the headteacher in:

- Ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensuring that learning is at the centre of strategic planning and resource management.
 - Securing high quality religious education for all pupils in accordance with the doctrines and teachings of the Catholic Church.
 - Ensuring high quality Personal, Social and Health Education and Citizenship in accordance with the teachings and doctrines of the Catholic Church.

- Ensuring quality provision for pupils’ spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.
- Establishing creative, responsive and effective approaches to learning and teaching.
 - Maintaining an effective partnership with parents to support and improve pupils’ achievement and furthering the distinctive Catholic nature, purposes and aims of the school.
 - Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
 - Demonstrating and articulating high expectations and setting stretching targets for the whole school community.
 - Implementing strategies that secure high standards of behaviour and attendance.
 - Determining, organising and implementing a diverse, flexible curriculum and implementing an effective assessment framework.
 - Taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
 - Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies.
 - Challenging underperformance at all levels and ensuring effective corrective action and follow-up.

4. Developing Self and Working with Others

4.1 The role of Deputy Headteacher is to support the development of staff throughout the school and to work effectively with others

Action

The Deputy Headteacher supports the headteacher in:

- Treating 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.
- Building a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities.
- Developing and maintaining effective strategies and procedures for staff induction, professional development and performance review.
- Ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledging the responsibilities and celebrating the achievements of individuals and teams.
- Developing and maintaining a culture of high expectations for self and for others and taking appropriate action when performance is unsatisfactory.

- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Managing own workload and that of others to allow an appropriate work/life balance.

5. Managing the Organisation

5.1 The Deputy Headteacher helps provide effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self evaluation. The Deputy Headteacher also helps deploy people and resources efficiently and effectively to secure the school's aims and mission through meeting specific objectives in line with the school's strategic plan and financial objectives.

Actions

The Deputy Headteacher supports the headteacher in:

- Upholding management systems, structures and processes to work effectively in line with legal requirements.
- Managing the school's resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruiting, retaining and deploying staff appropriately and managing their workload to achieve the vision and goals of the school, implementing successful performance management processes with all staff.
- Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensuring that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils
- Using and integrating a range of technologies effectively and efficiently to manage the school.

6. Strengthening Community

6.1 In a Catholic school there is a special relationship with the parish and the church, as well as the local community with its distinctive social context.

Actions

The Deputy Headteacher supports the headteacher in:

- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Building a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school's communities.
- Building a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community and promoting commitment to serving the common good and communion with the wider-world.

- Ensuring a range of community-based learning experiences.
- Collaborating with other agencies in providing for the academic, religious, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creating and maintaining an effective partnership with parents and carers, as the prime educators, to support and improve pupils' growth
- Seeking opportunities to invite parents and carers, the parish, community figures, businesses or other organisations into the school to enhance and enrich the school
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

7. Safeguarding Children & Safer Recruitment

7.1 This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

Actions

The Deputy Headteacher should support the headteacher in ensuring that:

- The policies and procedures adopted by the Trust and 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.