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| **ST EDMUND’S CATHOLIC SCHOOL**  **JOB DESCRIPTION**  **DEPUTY HEAD (Secondment 25/26)** |

**Responsible to:** Headteacher

Salary: pay range and salary: L15 – L19

**Purpose:**

To assist the Headteacher in establishing and sustaining the Catholic identity of the school, ensuring that, this identity is reflected in every aspect of the life of the school. This duty provides the context for the proper discharge of all duties and responsibilities. You will work as a member of the senior leadership team with the Head teacher and other Senior Assistant Head/Deputy Head to run, lead, manage the school and deputise for the Head Teacher in her absence.

To secure continuous improvement in creating, maintaining, and developing the conditions within which all pupils and teachers can achieve effective learning and to ensure that the aims of the school are implemented.

**Key Responsibilities**

You will have key areas within leadership that you will be responsible for and lead on. These will be negotiated after the appointment.

**Person Specification**

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|  | Essential | Desirable |
| Qualifications | 1. Relevant degree/ QTS 2. Evidence of sustained attention to own CPD 3. Practising Roman Catholic | 1. Further professional qualification 2. NPQH Qualification or enrolment confirmed 3. Training in safeguarding children and safe recruitment |
| Specific Skills, Experience and Knowledge | 1. Leadership and teaching experience across the 11-18 age range 2. Excellent analytical and decision-making skills 3. Ability to think and plan strategically 4. Excellent change-management skills 5. Experience of the development and implementation of whole school policies in a secondary school/college. 6. Exemplary classroom practitioner able to demonstrate a range of successful teaching and learning strategies 7. Experience of leading colleagues and developing staff and evidence of having an impact on the practice of others 8. Ability to mentor and coach 9. Ability to prioritise and manage deadlines 10. Evidence of strategies for ensuring Quality Assurance 11. Possess the skills, knowledge and aptitude needed to maintain high standards of employee relations within the school 12. Ability to recognise and deal effectively and appropriately with staff conduct/performance issues 13. An understanding of the school’s statutory obligations in relation to equality of opportunity and a genuine commitment to ensuring fairness and respect for others in all aspects of school business. 14. Experience of the development and implementation of whole school policies in a Catholic secondary school/college, taking account of the distinctive Catholic ethos | * Experience of managing budgets and ensuring value for money * Knowledge of national educational policy, priorities and initiative * Experience in applying personnel policies and procedures * Experience of working with Looked After Children and children with additional needs |
| Personal Qualities | 1. Passionate about working with children and ensuring inclusion 2. Possess the resilience and energy needed to meet the challenges of this demanding key role 3. Excellent record of punctuality and attendance 4. Evidence of enthusiasm, drive and a commitment to hard-work 5. Resourcefulness, flexibility, adaptability and initiative 6. A can-do attitude and ability to address problems in a timely and effective manner 7. Ability to deal with conflict and challenging situations 8. Able to lead by example and inspire others 9. Patience and a good sense of humour 10. Excellent interpersonal, listening and communication skills 11. Ability to build trust and good relationships with key stakeholders 12. Self-evaluative and reflective 13. Commitment to own CPD 14. Ability to work with and to advise the governing body as necessary. 15. Commitment to Catholic education and supportive of the School’s Catholic Ethos | 1. Desire and potential to progress to further promotion 2. Sound business acumen |

**Responsibilities**

Deputising and leading

* Deputise for the Headteacher in the leadership and management of the school as required
* Demonstrate and articulate high expectations and set stretching targets for the whole school community
* Ensure the school is managed effectively on a day-to-day basis including oversight of staff and student communications
* Collaborate, at both strategic and operational levels, with Governors, KCSP, other schools, other agencies, parents and carers to secure the well-being and progress of all children
* Implement whole-school policies and educational initiatives
* Contribute to clear, evidence-based planning and the creation and monitoring of the SIP and SEF to ensure that learning is at the centre of strategic planning and resource management
* Support and uphold the school's policies on academic progress, teaching & learning, quality assurance, safeguarding, behaviour, uniform, discipline and bullying and ensure whole staff involvement in these matters
* Be responsible for allocated budgets and the effective deployment of resources so that best value is achieved
* Attend and lead (as required) SLT meetings, consultation evenings, parental consultations, assemblies and other meetings
* Be a presence around the school, including SLT On Call, Inclusion and Saturday detentions
* Provide a ‘point of contact’ for staff, parents and students as needed
* Act as a model for staff and students
* Keep abreast of current developments and good practice in education
* Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in arrangements made for appraisal
* Manage own workload and that of others to allow an appropriate work-life balance

Safeguarding and behaviour

* Promote and safeguard the welfare of children for whom the school and Governing Body are responsible and those with whom they come into contact
* Lead on safeguarding and child protection.
* Lead on behavior management and attendance in the school and oversee the work of other senior leaders and support staff

Staffing

* In conjunction with the Headteacher, lead and manage the Assistant Heads in the school
* Line/Performance Manage a number of teachers and support staff and ensure effective planning, allocation, support and evaluation of their work
* Celebrate the achievements of individuals and teams
* Assist in the selection and appointment of the staff of the school

Catholic ethos

* Monitor the Catholic life of the school and the undertaking of Acts of Worship
* Ensure that the Catholic mission/ethos of the school and equality/diversity are actively promoted
* View each student as unique and special and help them to reach their potential and celebrate their achievements

Teaching and learning

* Model best practice in delivery of lessons and to allow/encourage others to watch lessons
* Help build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
* Contribute to the planning, organisation and implementation of a diverse, flexible curriculum and an effective assessment framework
* Encourage creativity, innovation and the use of appropriate new technologies to achieve excellence in teaching and outcomes

Quality assurance

* Lead on quality assurance work across the school and ensure that any issues or areas of weakness amongst staff are dealt with immediately and robustly
* Challenge underperformance at all levels and ensure effective corrective action and improvement strategies
* Undertake quality assurance and the monitoring of teaching and learning by carrying out learning walks, work sampling and interviews with students and staff

Curriculum

* Lead on the development of the curriculum and management of it, including schemes of work, learning journeys and curriculum plans.
* Ensure that the curriculum is diverse, all inclusive and has challenge set throughout out it.
* Lead on internal/external data and assessment.

**Other**

The Deputy Head may be required to undertake any other reasonable tasks as required by the Headteacher.

This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.