

Salary: Group 6 L21 £80,634 to L25 £89,830

Contract type: Full Time Permanent

Reporting to: Governing Body

The appointment is with the Governors of St Julie's Catholic High School under the terms of the Catholic Education Contract signed with the Governors as employers. The Governors will appoint a catholic who can show by example and from experience that he/she will ensure that the school is catholic in all its aspects following the Notre Dame values and principles of our Founder St Julie Billiart. The appointment is subject to the conditions of service for Deputy Headteachers as outlined in the School Teachers' Pay and Conditions document and other education and employment legislation. In carrying out their duties the Deputy Headteacher will consult with the Governing Body, Notre Dame Trustees, Archdiocese, Local Authority, Staff, Parents and Pupils where appropriate

Key Area of Responsibility

1. Strategic Direction and Development of the School

Main purpose

The Deputy Headteacher will:

- Establish and sustain the school's catholic ethos and strategic direction together with the Governing Body and through consultation with the school community
- Establish a strategic plan which is regularly monitored and evaluated accordingly
- Monitor and evaluate the performance of the school and its achievements as a catholic school responding and reporting to the Governing Body as required
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Ensure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

Qualities

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Lead by example to ensure a style of leadership with a learning community rooted in faith at its heart
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Motivate staff and pupils through interest in, encouragement and recognition of their unique value

Key Area of Responsibility

2. Quality of Education

The Deputy Headteacher will:

- Establish and sustain high-quality teaching and learning across all subjects and stages, based on evidence and research
- Ensure teaching and learning is underpinned by subject expertise
- Effectively use formative and summative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum which fulfills statutory duties in relation to the National Curriculum
- Provide a curriculum for the spiritual, personal, moral, social and cultural development of all pupils
- Establish and develop curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the Archdiocesan policy of Religious Education is fulfilled
- Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school are met
- Promote a culture and practices that enables all pupils to access the curriculum
- Ensure the school fulfils statutory duties regarding the [SEND Code of Practice](#).
- Have ambitious expectations for all pupils with SEND
- Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on the principles of our founder with rules, rewards and routines that are understood by staff, pupils and parents and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Key Area of Responsibility

3. Leadership and Management

The Deputy Headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure staff well-being is paramount with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Ensure professional development opportunities draw on experts both within and beyond the school
- Seek training and continuing professional development to meet needs
- Implement the policies and procedures of the Governing Body in line with the Mission Statement and Strategic Plan

- Assist the Governing Body in determining the staffing structure of the school and lead in the selection and appointment of staff
- Ensure arrangements are in place in accordance with regulations for the appraisal of the performance of teachers
- Allocate, control and account for financial and material sources
- Ensure effective and efficient deployment of staff and resources
- Ensure effectiveness of external agencies and services contracted to the school are effective
- Ensure security and maintenance of the premises are in line with local authority regulations and governing body responsibilities under Health and Safety and other relevant legislation
- Ensure all statutory safeguarding procedures are in place according to Keeping Children Safe in Education and statutory legislation.

Key Area of Responsibility

4. Accountability and working in partnership

The Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Understand and welcome the role of the Trustees and Archdiocese and provide information where appropriate
- Work with Local Authority in the monitoring and evaluation of the school according to agreed arrangements
- Build an effective partnership between parents and the school community recognising them as the first educators of their children
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully in collaboration with other schools and organisations in order to promote continuity of learning, progression of achievement and curriculum development
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Develop links with local employers for the benefit of pupils and the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

This job description may be amended at any time in consultation with the postholder.

Chair of Governors' signature:

Date:

Postholder's signature:

Date:
