



ST BEDE'S PRIMARY CATHOLIC VOLUNTARY ACADEMY

DEPUTY HEAD TEACHER WITH SPECIFIC RESPONSIBILITIES FOR ST BEDE'S PRIMARY CATHOLIC VOLUNTARY ACADEMY

JOB DESCRIPTION

INTRODUCTION

In carrying out their duties, the Deputy Headteacher shall consult, when appropriate: the Headteacher, the Local Management Board, the Trust Directors, the staff of the academy and the parents of its pupils.

SHAPING THE FUTURE

The strategic direction and development of the academy stem from the educational mission of the Church. The Deputy Headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the academy's distinctive Catholic identity through the search for excellence in all areas of its work.

To work with the Headteacher and the Local Management Board, to develop a strategic vision for the academy within its community; and work with the above and Trust Directors to analyse and plan for the future needs and further development of the academy within the local, national and international context, by:

Main tasks / actions

- Deputising for the Headteacher in his/her absence, ensuring continuity in the expression of the academy's Catholic mission, vision and values;
- Working with the Headteacher, Local Management Board and Trust Directors and the academy community to translate the vision into agreed objectives and operational plans which promote and sustain academy improvement;
- Demonstrating the vision and values in everyday work and practice;
- Working with the Headteacher to ensure that through day-to-day operational management that all those involved in the academy are committed to its aims, motivated to achieve them and involved in meeting long, medium and short-term objectives and targets that secure the success of the academy;
- Contributing to and, alongside the Headteacher, implementing a strategic plan that takes account of the diversity, values, experience and aspirations of the academy and the wider community;
- Working with the Headteacher to ensure that the strategic plan for St Bede's is underpinned by sound financial planning, which identifies priorities and

targets for ensuring that pupils achieve high standards and make progress, and increases teachers' effectiveness and secures academy improvement;

- Assisting the Headteacher to ensure that policies and practices take account of national, local and academy data and inspection research findings; and
- Supporting the Headteacher and colleagues to ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.

LEADING LEARNING AND TEACHING

In a Catholic academy, the Deputy Headteacher promotes a learning community rooted in Christian belief and principles. The search for excellence is given expression in learning and teaching, which recognise pupils' individual worth as made in the image and likeness of God. The Headteacher will lead the academy community in promoting positive attitudes to learning amongst pupils and staff, which stem from Christ's vision for humanity.

To work with the Headteacher, The Local Management Board, Trust Directors and the community to secure and sustain effective teaching and learning throughout the academy; and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement, by:

Main tasks / actions:

- Demonstrating the principles and practice of effective teaching and learning;
- Maintaining a consistent and continuous academy-wide focus on pupils' achievement, which reflects the agreed vision and values, using data and benchmarks to monitor progress in every child's learning;
- Leading in accessing, analysing and interpreting information to inform planning for improvement;
- Initiating and supporting research and debate about effective teaching and learning;
- Working with the Headteacher to develop relevant strategies for improvement;
- Working with the Headteacher to ensure that learning is at the centre of strategic planning and resource management;
- Establishing creative, responsive, and effective approaches to learning and teaching in line with the academy's agreed educational vision and values, which are embedded in a culture and ethos of challenge and support where all pupils understand their individual worth, can become engaged in their own learning and achieve success;
- Demonstrating and articulating high expectations, promoting individual and community aspirations by establishing challenging targets for the whole academy community;

- Working with the Headteacher and lead colleagues in implementing strategies which secure high standards of behaviour and attendance and which reflect the academy's agreed values in their response to the needs of vulnerable individuals;
- Determining, organising and implementing a diverse and flexible curriculum, which takes account of the needs and aspirations of all pupils;
- Providing professional leadership in academy wide implementation of an effective assessment framework;
- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies;
- Working with the Headteacher and Leadership Team to challenge underperformance at all levels and ensure effective corrective action and follow-up;
- Providing professional leadership in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.

DEVELOPING SELF AND WORKING WITH OTHERS

In a Catholic academy, the Deputy Headteacher's leadership should take Christ as its inspiration. His/her relationships with pupils, parents/carers, governors and staff should demonstrate a belief in their unique contribution as individuals, valued and loved by God. He/she will recognise and act upon his/her own potential for growth and that of others.

To work alongside the Headteacher to lead, motivate, support, challenge and develop individuals and teams; and to foster an open, fair, equitable culture, treating people with dignity and respect to create and maintain a positive academy culture, by:

Main tasks / actions

- Treating all people fairly, equitably and with dignity and respect to create and maintain a positive academy culture in line with the academy's agreed vision and values. They should manage conflict effectively, seeking positive outcomes;
- Working with the Headteacher to build a collaborative learning culture within the academy and actively engaging with other schools/academies, especially other Catholic institutions, to build effective learning communities;
- Fulfilling effectively his/her agreed responsibilities and procedures for staff induction, professional development and performance review;
- Ensuring effective planning, allocation, support and evaluation of work undertaken by Key Stage One and individuals, including 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 and aspirations for him/herself and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback;
- Regularly reviewing his/her own practice, setting personal targets and taking the responsibility for his/her own personal development, in conjunction with Headteacher;
- Giving and accepting support from colleagues, governors, the diocese, the Landmark Teaching Schools Alliance and the Local Authority;
- Having regard for the well-being of him/herself and others, managing his/her workload to promote a healthy work-life balance and encouraging and enabling others to do likewise.

MANAGING THE ORGANISATION

The management of a Catholic academy should be clearly influenced by the Gospel message and Church teaching. In particular, it should be a place where Christian principles such as justice, truth, respect and reconciliation are at the heart of its life and work. The Deputy Headteacher is responsible for ensuring that such principles are priorities for the academy and are evident in its organisation and management.

To assist in the management of the day-to-day operation of the academy to meet specific objectives. To work with the Headteacher and contribute to the academy's strategic plan and financial context, making professional, managerial and organisational decisions based on informed judgments; to sustain appropriate structures and systems, delegating management tasks and monitoring their implementation, and prioritising, planning and organising self and others; and to think creatively to anticipate and solve problems by:

Main tasks/actions

- Working with the Headteacher to review the organisational structure, to ensure that it reflects the academy's Catholic values, and enables the management systems, structures and processes to work effectively in line with legal requirements;
- Working with the Headteacher to produce and implement clear, evidence-based improvement plans and policies for the development of the academy and its facilities;
- Ensuring that policies and practices take account of trust, national and local circumstances, policies and initiatives and of Diocesan priorities;
- Working with the Headteacher to recruit, retain and deploy staff appropriately, managing their workload to enable achievement of the vision and goals of the academy;

- Delivering successful performance management processes across the academy with specific responsibilities for the Key Stage One staff and an allocated group of teaching assistants;
- Working with the Headteacher to manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive characteristics of Catholic education;
- Ensuring that the range, quality and use of all available resources are identified, monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money; and
- Using and integrating a range of technologies effectively and efficiently to manage the academy.

SECURING ACCOUNTABILITY

In a Catholic academy, the Deputy Headteacher fulfils his or her responsibilities in accordance with the Instrument of Government. He/she supports the Local Management Board in fulfilling its responsibilities to the Diocese under Canon Law as well as in accordance with national legislation. The Deputy Headteacher accounts to the Local Management Board, parents/carers and the academy community for the fulfilment of the school's Catholic mission and its educational success.

To work with the Headteacher to ensure accountability for the efficiency and effectiveness of the academy, Local Management Board and Trust directors; and to engage in the systematic and rigorous self-evaluation of the work of the academy, collecting and using a rich set of data to understand the strengths and weaknesses of the academy and combining the outcomes of regular academy self-review with external evaluations in order to develop the academy by:

Main tasks / actions

- Working with the Headteacher and Local Management Board, enabling them to meet statutory responsibilities by giving objective professional advice and regular accounts of the academy's progress;
- Working with the Headteacher to develop systematic and rigorous procedures for academy self-evaluation, which are appropriate for a Catholic academy and enable everyone to work collaboratively, share knowledge and understanding, celebrate success, accept responsibility for outcomes and use the outcomes of evaluation to further improve the academy;
- Using all available data to identify strengths and weaknesses of the academy and to inform planning for improvement;
- Working with the Headteacher to ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;

- Working with the Headteacher to develop and present a coherent, understandable and accurate account of the academy's performance to a range of audiences including the Local Management Board, Trust Directors, the local community, parents and carers;
- Working with the Head teacher, Trust Directors and the Local Management Board providing information, objective advice and support that enables the academy to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money;
- Developing and demonstrating a commitment to the academy ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility and accountability for outcomes;
- Working with the Headteacher to ensure that parents and pupils are well informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the academy's targets for improvement; and
- Reflecting on personal contribution to academy achievements and taking account of feedback from others.

STRENGTHENING COMMUNITY

In a Catholic academy, the Deputy Headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parish and other Catholic organisations, as well as with the wider educational system, for the benefit of his/her own community and others. He/she will demonstrate a belief that community and academy are interdependent and that engagement with the community promotes school development.

To recognise and take account of the richness and diversity of the academy's communities; to contribute to a dialogue that builds partnerships and community consensus on values, beliefs and shared responsibilities; and to listen to, reflect and act on community feedback and build and maintain effective relationships with parents, carers, partners and the community, that enhance the education of all pupils by:

Main tasks / actions

- Assist in the leading of Religious Education within the academy and ensuring a strong spiritual purpose throughout the academy;
- Contributing to an academy culture and curriculum that takes account of the richness and diversity of the academy and the wider community;
- Promoting positive strategies to embrace diversity, challenging racial and other prejudice and addressing harassment in any form;

- Ensuring learning experiences for pupils are linked into and integrated with the wider community;
- Ensuring a range of community-based learning experiences;
- Working in partnership to provide academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;
- Contributing to the communication flow with the wider community to build upon all stakeholders' confidence and understanding of the academy;
- Identifying and use opportunities to invite parents and carers, community figures, business or other organisations into the academy to enhance and enrich the academy and its value to the wider community;
- Working with the Headteacher to ensure that the academy promotes effective links with the local community and continues the development of close liaison with other local primary and secondary schools;
- Contributing to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives;
- Acting as a designated safeguarding officer and co-operate and work with relevant agencies to protect and safeguard children;
- Maintaining a wholly inclusive environment whereby all children, including those with physical or learning difficulties, can be welcomed and supported appropriately;
- Maintaining an effective partnership with parents and carers to support and improve pupils' achievement and personal development;
- Working with the Headteacher to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.