



Deputy Headteacher Job Description

JOB DESCRIPTION FOR:	Deputy Headteacher	Name:	
Main responsibilities/Purpose: The Deputy Headteacher must make a positive contribution to the advancement and Christian ethos of the school. Expectations for this role are: - To maintain the teaching and traditions of the Catholic faith throughout the life of the school so as to promote the personal and spiritual development of pupils and staff - To support the school's safeguarding procedures to maintain a safe and inclusive environment for all members of the school community - To assist, promote and develop the ethos of the school liaising closely with the local and wider community and to assist in developing high standards of achievement - To work with the Headteacher in the leadership and management of the school so as to promote the effective education for all the children within the framework provided by the policies of the Governing Body and with respect to statutory requirements - To provide vision and leadership in all areas of responsibility in accordance with the school's Foundation statement - To lead the school in all areas of data, assessment and curriculum developments - To report regularly to the SLT, Governing Body and external bodies in relation to areas of responsibility. Attend meetings as required - To line manage Curriculum Leaders - To show initiative and good example in all matters relating to the work and general conduct of the school - To have responsibility for updating relevant sections of the school's Improvement Plans and Self Evaluation			
Line Manager: Headteacher			
Line Managing: Curriculum Leaders (Departments in agreement with the Headteacher)			
Target Teaching Load: In line with the needs of the school			
Salary/Grade: Leadership Spine range L19 TO L24			
Position on Pay Scale (highlight): NQT Main Pay Range Upper Pay Range Leadership Administrative			
Relating to the School Mission Statement and the school's distinctive Catholic Ethos: - In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St. Mary's Catholic High School, Leyland places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils. Senior Leaders are expected to set the highest standards in this respect - Actively promote and uphold the Catholic character and mission of the school in accordance with the teachings of the Church and the vision of the Archdiocese of Liverpool - Support the spiritual and moral development of pupils and staff through liturgy, prayer, and pastoral care - Work in partnership with the Headteacher, Chaplain, Diocese, and parish to enrich the Catholic life of the school			
Working alongside & standing in for HT: - To work with the Headteacher and others to create a shared, strategic vision - To deputise for the Headteacher in their absence - To be a member of the Senior Leadership Team - To lead planning which sustains school improvement - To assist the Headteacher in determining the staffing structure of the school - To assist the Headteacher and participate in the key task of selecting and appointing teaching and non-teaching staff, having regard to Archdiocesan and Local Authority guidelines and advice			



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Leadership:

- Oversee the day-to-day running of the school
- Monitor the school diary, taking decisions relating to staff absence and cover, to ensure smooth day-to-day running of the school
- In conjunction with the Headteacher, lead on staff briefings and staff meetings
- Have management of appropriate budgets, ensuring no over-spend and best value for money

Data and Assessment:

- Lead on whole-school data analysis, including progress, attainment, and performance trends
- Ensure robust systems are in place for tracking, monitoring, and reporting pupil outcomes in both key stages
- Oversee assessment frameworks at Key Stage 3 and 4, ensuring consistency, accuracy, and impact on teaching and learning
- Use data to inform strategic decisions, target interventions, and support school improvement
- Ensure Curriculum Leaders are confident in their use of data to enable them to most effectively lead their department areas
- Ensure that relevant policies are clear, up to date and disseminated effectively
- Contribute to whole school self-evaluation and improvement relating to data analysis and target setting
- Oversee the development of Arbor as a data analysis tool
- To lead on setting and streaming so as to ensure every child is challenged
- Oversight of arrangements for reporting pupil progress to parents/carers
- Lead on the school's examination procedures, ensuring all exams, both internal and external, are run smoothly and in line with all statutory requirements
- Line-manage the Exams Officer and Data & Assessment Officer
- To provide a calendar for the annual cycle of Assessment
- Reporting of school performance to staff and Governors

Curriculum:

- Responsibility for the construction and management of the school timetable, ensuring optimal use of staffing and resources
- Oversight of the planning and delivery of the Options process
- Keep abreast of latest developments and lead Curriculum Leaders in ensuring that the school curriculum is broad, balanced, inclusive, and responsive to pupil needs
- Ensure the teaching resources available to staff are of the highest quality and best value for money, including IT provision

Personal Development:

- To undertake a continued programme of development ensuring the postholder is a credible witness to high quality teaching
- Ensure that relevant professional development opportunities are taken-up
- Contribute to the networks of professional support which exist at Archdiocesan, Local Authority and district levels

Managing the performance of others

- To meet with specified Curriculum Leaders throughout the year so as to evaluate subject progress to targets; to feed back this information to the senior team recommending interventions where appropriate
- Within the process of Performance Management/Appraisal to give detailed summary reports on colleagues for whom there is a responsibility to Line Manage with recommendations for Pay Progression
- Promote a culture of high expectations, collaboration, and continuous professional development

Attendance of Staff

- Monitor the impact of short- & longer-term staff absence on learning for different pupil groups & take decisions relating to cover teaching



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- To be the first point of contact for staff returning to work; conducting interviews and completing the necessary paperwork, supporting the well-being of staff in the workplace

Extra-Curricular:

- To attend and support school functions

Duties related to Teaching & Learning:

The Teachers' Standards document gives a full description of teacher competencies at different levels. This will be referred to when making judgements on the quality of teaching and performance generally under Appraisal regulations.

<http://www.education.gov.uk/schools/teachingandlearning/reviewofstandards>

- To meet the Teachers' Standards
- To undertake a pro rata appropriate programme of teaching in accordance with the duties of a qualified teacher
- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere
- To assess record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for pupils which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required
- To make appropriate provision for pupils with Special Educational Needs based on the I.E.P.'s produced in conjunction with the Learning Support Department
- To ensure the behaviour management system is implemented in the department so that effective learning can take place
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils to follow this example
- To support the school in meeting its legal requirements for worship

Signature Post Holder:

Signature Line Manager:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.