



Loreto Convent School

Deputy Headteacher Job Description

Job Title	Deputy Headteacher
Reports to	Headteacher
Key Responsibility	The Deputy Headteacher is responsible for working with and supporting the Headteacher in all leadership, management and curriculum areas.
Core Responsibilities	<ul style="list-style-type: none"> • To form a dynamic part of the Senior Leadership Team. • To manage the planning and delivery of an exciting, stimulating and creative curriculum across the school. • Assessment: <ul style="list-style-type: none"> - To assist / lead in all assessments carried out throughout the school. - To have an input into the target setting process for raising achievement for pupils and reporting back to the Headteacher. - To monitor progress and ensure appropriate action plans are in place, where issues are identified. - To ensure planning is effectively carried out and that individual needs are being met. • To have a reasonable teaching timetable. • To play a full role in the continued development of the Catholic ethos of the school. • To closely assist the Headteacher in the formulation and updating of the School's strategic planning. • To deputise for the Headteacher when necessary. • To be actively involved in assisting the Headteacher with the financial management of the school. • To assist the Headteacher in maintaining the effectiveness and efficiency of the management of the building and resources of the school.
Strategic Direction and Development of the school	
	<ul style="list-style-type: none"> • To assist the Headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement. • To lead in the creation of a positive ethos for learning. • To play a significant role in setting specific and quantifiable objectives for the school • To assist the Board of Governors, Headteacher and other senior staff in formulating, reviewing and updating the School Improvement Plan. • To take responsibility for implementing and delivering the School Improvement Plan across the school as directed where necessary by the Headteacher. • To assist the Headteacher in ensuring that all duties and services across the school are provided in accordance with the School's Equal Opportunities Policy. • To publicly support the decisions of the Board of Governors and the Headteacher.

Leading and Managing staff	
	<ul style="list-style-type: none"> • To work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including continual professional development. • To be an exemplar of the implementation of all school policies and practices. • To support the Headteacher as required in Performance Management of all teaching, administrative and ancillary staff. • To be responsible for the implementation and monitoring of disciplinary proceedings, as necessary, in respect of all staff. • To identify, and where appropriate conduct, risk assessments and to ensure the maintenance of records of such assessments.
Teaching and Learning	
	<ul style="list-style-type: none"> • To work with the Senior Leadership Team and Headteacher to sustain high expectations and outstanding practice in teaching and learning throughout the school. • To monitor and evaluate the quality of teaching / behaviour across the school. • To monitor and evaluate standards of pupils' achievement. • To take responsibility for the pastoral care of pupils, including involvement where necessary. • To manage and resolve conflicts. • To monitor the standards of behaviour throughout the school and report regularly to the Headteacher. • To use benchmarks and set targets for school improvement. • To use and analyse data to set targets for improvement. • To be an outstanding role model and act as a leading classroom practitioner, inspiring and motivating other teaching staff and ancillary staff. • To lead / contribute to the audit of staff development and training needs and the provision of effective INSET. • To liaise with and support Teaching Assistants. • To ensure support and training for the induction of new staff and act as mentor to trainee teachers.
Deploying staff and resources	
	<ul style="list-style-type: none"> • In consultation with, and under the general direction of the Headteacher, to deploy staff and resources efficiently and effectively to include, but not limited to, timetabling and deployment of Teaching Assistants, supply staff and volunteers. • To participate in recruitment and selection of teaching and ancillary staff, as requested by the Headteacher.
Accountability	
	<ul style="list-style-type: none"> • To support the Headteacher in accounting for the efficiency and effectiveness of the school to the Board of Governors and to all relevant stakeholders. • To promote and protect the health and safety of pupils, staff and visitors. • To take responsibility for promoting and safeguarding the welfare of children within the school.

Other Responsibilities

- To take a major role in the day-to-day running of the school, attending daily and weekly meetings and leading them as required.
- To lead in the promotion to the community of the achievements and values of the school.
- To support the Board of Governors and the Headteacher in annual budget planning and monitoring.
- To undertake such other reasonable activities appropriate to the post that the Board of Governors and /or the Headteacher may from time to time require.