



Deputy Headteacher

Job Description

St Vincent's Catholic Primary School

Catholic Voluntary Aided School

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Shrewsbury. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher and Deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS), to subsequently subscribe to the update service and obtain any other statutorily required clearance.

JOB TITLE: Deputy Headteacher

ACCOUNTABLE TO: The headteacher

MAIN PURPOSE:

The deputy headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be a member of the senior management team
- Assist the headteacher in managing the school, nursery and before and after school club
- Support and represent the headteacher at meetings as and when required
- Undertake the professional duties of the headteacher during his/her absence
- Undertake such duties as are delegated by the headteacher
- Play a major role under the overall direction of the headteacher in formulating and reviewing the Mission Statement, Development Plan, aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - Managing staff and resources to that end

- Monitoring progress towards their achievement.

MAIN TASKS:

The specific nature and balance of these responsibilities will vary according to the needs of the school and St Vincent's is a large school with two deputies and responsibilities are shared.

1. Class teacher responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- 1.3 To be responsible for a specific class or age group of children to be decided on appointment, which is subject to change.

2. The internal organisation, management and control of the school

- 2.1 To have specific responsibilities (e.g. for aspects of school management or the curriculum) to be agreed upon appointment.
- 2.2 To contribute to:
 - Fulfilling the school's Mission Statement
 - Maintaining and developing the Catholic ethos, values and overall purposes of the school
 - Formulating the aims and objectives of the school and policies for their implementation
 - A development plan which will translate school aims and policies into actions
 - Monitoring and evaluating the performance of the school and its achievements as a Catholic school
 - Implementing the governing body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
 - The efficient organisation, management and supervision of school routines

3. Curriculum Development

- 3.1 To contribute to:
 - The development, organisation and implementation of the school's curriculum
 - School policies on curriculum, teaching and learning styles, assessment, recording and reporting
 - Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs
 - Ensuring that the Diocesan policy on Religious Education is fulfilled
 - Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
 - Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school
 - Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church

- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

4. Pupil care

4.1 To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
- The development among pupils of self-discipline
- The handling of individual disciplinary cases

5. The management of staff

- 5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school
- 5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- 5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school
- 5.4 To contribute to staff development policies appropriate to the Catholic nature of the school in relation to:
- The induction of new and newly qualified teachers and other staff
 - The provision of professional advice and support and the identification of training needs
 - Students under training/work experience
- 5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.
- 5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6 The management of resources

- 6.1 To contribute to the formulation of the school's policies and procedures concerning resource management in accordance with the school's Mission Statement.
- 6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the headteacher.

- 6.3 To promote an attractive environment which stimulates learning and enhances the appearance of the school and expresses its Catholic identity.
- 6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- 6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

7 Relationships

- 7.1 To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports.
- 7.2 To assist liaison and co-operation with Diocesan and Authority officers and support services.
- 7.3 To help in maintaining and developing effective communications and links with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- 7.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
- 7.5 To assist liaison with other professional bodies, agencies and services.
- 7.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers:
 - To promote a positive image of the school
 - To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.

The applicant will be required to safeguard and promote the welfare of children and young people.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to deputy headteachers.



Deputy Headteacher

Person Specification

St Vincent's Catholic Primary School

Catholic Voluntary Aided School

The school's Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Shrewsbury.

At all times, the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

St Vincent's is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Note: **Candidates failing to meet any of the essential criteria will automatically be excluded**

[A] Faith Commitment

	Essential	Desirable	Source
Practising Catholic	E		A/I/R
Involvement in parish community		D	A/I/R

To be able to demonstrate their knowledge and understanding of the following in the context of a Church school.

	Essential	Desirable	Source
Leading school worship		D	A/I
Ways of developing religious education and worship		D	A/I
A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	E		A/I

How relationships should be fostered and developed between the school, local parish and its community and Diocese of Shrewsbury	E		A/I
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[B] Qualifications

	Essential	Desirable	Source
Qualified teacher status	E		A/CC
Degree	E		A/CC
CCRS/CTC or commitment to obtaining the certificate	E		A/CC/I

[C] Professional Development

	Essential	Desirable	Source
Evidence of appropriate professional development for the role of senior leader/ deputy headteacher	E		A
Evidence of recent leadership and management professional development	E		A
Has successfully undertaken appropriate Child Protection training		D	A/I/CC
Has successfully undertaken Designated Senior Leader training	E		A/I/CC
Has completed the Catholic Leadership Programme or has a commitment to doing so	E		A/I/CC
Has completed the Catholic Middle Leadership Programme		D	A/I/CC

[D] School leadership and management experience

Governors would particularly like to see you outline the impact of these in your supporting statement

	Essential	Desirable	Source
To have had active and effective leadership of a team, key stage or curriculum area and to understand how to manage a budget in relation to this	E		A/I/R
To be able to demonstrate effective leadership in a school in a similar community or facing similar challenges		D	A/I
To have taken an active involvement in school self-evaluation and development planning	E		A/I/R
To have implemented and developed a whole school initiative	E		A/I/R
To have had responsibility for policy development and implementation	E		A/I/R
To have had experience of and ability to contribute to staff development across the primary/secondary range. (E.g. coaching, mentoring, INSET for staff)	E		A/I/R

[E] Experience and knowledge of teaching

	Essential	Desirable	Source
Significant teaching experience within the primary phase.	E		A/I/R
To have a knowledge and understanding of the primary phase.	E		A/I/R

To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	E		A/I/R
To be able to exemplify how the needs of all pupils, including vulnerable groups, have been met through high quality teaching	E		A/I/R

[F] Professional Attributes

	Essential	Desirable	Source
To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at the school and how these could be met.	E		A/I
To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.		D	I
To have excellent written and oral communication skills (which will be assessed at all stages of the process).	E		A/I/R
To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	E		A/I/R
Show a good commitment to sustained attendance at work	E		A/I/R

[G] Professional Skills

Applicants must be able to demonstrate that they meet the Teachers' Standards (England) which are set out in detail in the current School Teachers' Pay and Conditions Document. The deputy Headteacher must be exemplary and be able to:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities

[H] Personal Qualities

All of the following are considered essential for the post and will be assessed through interview and reference:

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals

- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour

Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	E
Positive recommendation from all referees, including current employer.	E
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	E

The governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.

Important advice regarding faith references

As you are aware, the person specification for the post to which you are making an application states that you are asked to provide a faith reference from a priest where you regularly worship.

The Governing Body will be seeking to appoint a practising Catholic who joins in the parish celebration of the Sunday Eucharist and receives the sacraments regularly.

At a time when priests are increasingly assuming responsibility for larger pastoral areas, it is becoming common for priests not to know parishioners as well as they might have in the past. In the light of this, we offer the following advice when seeking faith references.

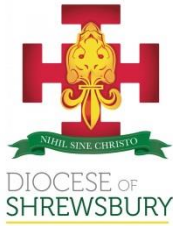
1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee.
2. Provide him with an outline of:
 - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments)
 - your present post – school, areas of responsibility
 - the post to which you are applying – name of school, post, etc

By following the above advice, you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

[J] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post.

The CES Leadership Application Form (latest version) must be fully completed and legible. The supporting statement should not exceed 1300 words in length, be clear, concise and related to the post and setting applied for. Governors expect the supporting statement to show the impact of your actions.



Deputy Headteacher



About St Vincent's Catholic Primary School

Catholic Voluntary Aided School

Dear Applicant,

Thank you for your interest in the position of deputy headteacher at St. Vincent's. Below is some information about the school. In order to fully appreciate St. Vincent's as an organisation, we ask interested candidates to visit the school.

The school is situated in the market town of Altrincham, within the South of the Borough of Trafford. The main A56 and the M56/M6 networks are within easy reach of the school, as is Manchester Airport. The school is a split site, with Juniors and Infants in two separate departments.

The admission number for Reception 2019 is 90. There are currently 9 classes in Key Stage One, and 12 in Key Stage Two. The school welcomes children with additional needs and our Pastoral Care Team supports the well-being of some of our children.

The Governors of the school own the private nursery in the school grounds. The most recent inspection of the Nursery rated it as "Outstanding." Most of the children now transfer from the Nursery to the main school for Reception. Together with the Breakfast Club and After School Club, school is now able to offer wrap around care.

Through the current Mission Statement and the teaching of Religious Education within the "The Way, the Truth and the Life" scheme, the school endeavours to maintain a positive approach to discipline and to give each child the opportunity to develop his or her individual talent. Children who attend the school are drawn from the Catholic parishes of St. Vincent's, Altrincham, and Holy Angels, Hale Barns.

The most recent Ofsted Inspection of the school rated the school as "Outstanding." A full report can be obtained at www.ofsted.gov.uk or at our website (www.stvincents.trafford.sch.uk).

The most recent RE Inspection of the school rated the school as "Outstanding." A full report can be obtained at our [website](#)

The majority of pupils leaving Year 6 move on to the local secondary schools and some of these schools now operate their own entrance examinations. The school has strong links with the partner secondary schools and the pupils transferring have the opportunity to visit their secondary school in the preceding summer term.

The school is very fortunate to have a very active and supportive PTA, fundraising for a new trim trail, computer equipment and new classrooms for year 4.

The Governors are seeking to employ an outstanding teacher to the post of Deputy Headteacher. It is a unique opportunity to be part of a very large, continually developing primary school. The appointed Deputy Headteacher would be expected to support the Catholic ethos of the school, teach the principles of the Catholic faith and sign the Catholic Education Service contract. Please see the attached Job Description for further details.

Applicants are expected to complete a Catholic Education Service Application Form, which can be submitted electronically to the school. The letter of application should state any particular curriculum interests and experience and give an insight into the candidates' religious commitment.

Application forms must be completed in full and applicants should directly address the skills outlined in the person specification.

St Vincent's Catholic Primary School will request references for shortlisted candidates within two days of drawing up the final list. To prevent delays, it is essential that you have informed your referees that we will contact them, and that references are present at final panel.

I hope that you consider applying for this position and welcome any questions you may have.

Mrs Donnachie

Chair of Governors