



English Martyrs' Catholic Voluntary Academy *(part of Saint Robert Lawrence Catholic Academy Trust)*

Deputy Headteacher Job Description

Responsible to: The Headteacher

English Martyrs' Catholic Voluntary Academy has been designated by the Secretary of State as an academy with a religious character. The Articles of Association state that it is part of the Catholic Church and is to be conducted as a Catholic academy in accordance with Canon Law, the teaching of the Roman Catholic Church and the Trust Deed of **the Diocese of Nottingham**. This appointment is with the directors of Saint Robert Lawrence Catholic Academy Trust under the terms of the Catholic Education Service contract signed with the directors as employers. The directors will appoint a practising Catholic who can show by example and from experience that he or she will ensure that the academy is Catholic in all its aspects. The appointment is subject to the current conditions of service for teachers contained in the School Teachers' Pay and Conditions Document and other current education and employment legislation. In carrying out his/her duties, the Deputy Headteacher shall consult with the Headteacher and when appropriate, with the local governing body, the Diocese, the Local Authority, the staff, the parents of its pupils, the parishes served by the academy and the academies within the Saint Robert Lawrence Catholic Academy Trust.

The Diocese of Nottingham, the Academy Trust and the Local Governing Body are committed to safeguarding and promoting the welfare of children and young persons and will 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 Check from the Disclosure and Barring Service (DBS) and any other pre-employment checks required by the Academy Trust.

Catholic Purpose and Identity of the School

The Deputy Headteacher (DHT) must understand the nature and purpose of Catholic education and know that his or her first responsibility is to support the Headteacher in establishing and sustaining the Catholic identity of the academy and safeguarding the teachings of the Church.

He or she must ensure that this Catholic identity is reflected in every aspect of the life of the academy, in particular: in the curriculum; the day to day organisation; staff and pupil relationships; the partnership between the academy, home, parish; extended partnerships with the wider local community and other schools.

This duty provides the context for the proper discharge of all other duties and responsibilities.



Leadership in Catholic Education

With the Headteacher the Deputy Headteacher shares responsibility for the leadership of the academy. A Catholic Deputy Headteacher has the responsibility to develop an ever-deeper understanding of this leadership role through regular reading and participation in appropriate courses, together with frequent reflection.

The Deputy Headteacher must support the Headteacher to establish a culture that promotes excellence, equality and high expectations of all pupils.

KEY AREAS OF THE ROLE

Strategic direction and development of the Academy and Academy Trust

The DHT will:

- Be able to clearly articulate the academy's faith values, mission and ethos
- Support the formulation of the aims and objectives of the academy and to support the development of policies and whole academy strategies to achieve them
- To be responsible for a specific priority of the academy's improvement and development plan
- Lead the implementation of new strategies for the academy
- Take a significant lead in academy improvement and staff development, including leading a core subject area
- Work as part of the academy Senior Leadership Team
- Work in partnership with the Headteacher and Governors to contribute to the cycle of planning, implementation, review and evaluation of the Academy Improvement and Development Plan
- Monitor and evaluate the impact of policies, practices, targets and priorities, identifying developments needed and work with the Head to achieve them

Teaching and Learning

The DHT will:

- Carry out the duties of a class teacher as set out in the current School Teachers' Pay and Conditions document
- Assist the Headteacher in the delivery of the Religious Education programme
- Provide an excellent role model of teaching in a Catholic academy
- Assist the Headteacher, through rigorous monitoring activities, to maintain high standards of teaching and learning
- Ensure that pupils make good progress by regularly monitoring classroom practice and analysing sets of assessment information
- Take a lead in planning for intervention support when pupils are identified as in danger of falling behind



Leadership and Management

The DHT will:

- Undertake, in the absence of the Headteacher, the professional duties of the Headteacher
- Take a key role in the leadership as a member of the Senior Leadership Team
- Support the Headteacher and Deputy Headteacher in organising the day-to-day running of the academy
- Provide an excellent model of core subject leadership
- Challenge and support colleagues
- Support the Headteacher and Governing Body in the recruitment and deployment of staff
- Have an ongoing commitment to personal continuing professional development
- Have a commitment to promoting safeguarding, in all its aspects
- Provide analyses and reports on performance to staff, governors, parents and other stake holders
- Motivate and enthuse children and colleagues by a positive, active and supportive attitude
- Be responsible for income and expenditure of any specifically allocated budget(s)
- Adhere to the Academy Trust Financial Policies and Procedures
- Manage supply cover and related budgets; coordinate the mentoring programme of NQTs; offer mentoring and support to placement students from HE providers

Personal Development, Behaviour and Welfare

The DHT will:

- Strive to live out the academy Mission Statement
- Provide an excellent model of positive professional behaviour and self-discipline following the Academy Trust Code of Conduct
- Promote the highest standards of behaviour for pupils
- Ensure that all safeguarding policies and procedures are followed rigorously

Communication

The DHT will:

- Fully support the ethos and educational mission of the academy
- Help maintain and further develop positive relationships with parents, Governors, local parishes and the wider community
- Provide information and support to the Local Governing Body to enable it to meet its statutory responsibilities

This job description will be reviewed at least annually as part of your Performance Management programme.

The post-holder will be expected to operate under the current School Teachers Pay and Conditions of Service Document.

The Deputy Headteacher will have access to a range of professional development activities and opportunities.