



**ST OSCAR ROMERO CATHOLIC SCHOOL**  
**APPOINTMENT OF DEPUTY HEADTEACHER**  
**Job Description**

**Responsible for:** The Christian formation, pastoral care, academic progress, discipline and general supervision of all students.

To provide professional leadership and management for all staff.

**Reporting to:** Headteacher and Governors.

**RESPONSIBILITIES OF THE POST:**

The Deputy Headteacher is an employee of St Oscar Romero Catholic School and is required to:

- Support the Headteacher in providing professional Catholic leadership, vision and strategic direction for the school in order to maintain and develop the conditions which enable students and teachers to achieve effective learning, so that the school's aims and objectives are implemented in accordance with the policies of the school and national and local education strategy;
- carry out his/her professional duties in accordance with education law, Canon Law and the teachings of the Catholic Church and with the terms and conditions of the current School Teachers' Pay and Conditions Document;
- promote and safeguard the welfare of children and young persons for whom the school is responsible and those with whom they come into contact;
- Deputise in the Headteacher's absence, ensuring the 'right' decisions are made and the students are always placed at the centre.

**KEY ACCOUNTABILITIES:**

**Qualities and Knowledge**

1. To hold and articulate clear values and moral purpose, focused on providing a world class education for the students they serve.
2. To demonstrate optimistic personal behaviour, positive relationships and attitudes towards their students and staff, and towards parents, governors and members of the local community.
3. To lead by example – with integrity, creativity, resilience and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
4. To sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. With the Headteacher, to communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to excel.

## **Students and Staff**

1. To demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
2. To help secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' well-being.
3. To help establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. To help create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. To help identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. To help hold all staff to account for their professional conduct and practice.

## **Systems and Process**

1. To help ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. To help provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
3. To help establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. To help the Headteacher and School Business Manager exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements and the school's sustainability.
5. To help distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

## **The Self-Improving School System**

1. To help create outward-facing schools which work with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all students.
2. To develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students.
3. To help challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. To help shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. To model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. To inspire and influence others – within and beyond schools – to believe in the fundamental importance of education in young peoples' lives and to promote the value of education.

The post holder may be required to do other duties appropriate to the level of the role.