

Deputy Headteacher
St Mary's Catholic Primary School, Bodmin needs an innovative and creative deputy headteacher who will help our headteacher in driving our school towards becoming an outstanding school fit for all our pupils.

Educate, Protect, Love, Serve

With the love of Jesus and the inspiration of Mary at our heart, we will be the best we can be.

At St. Mary's we provide every member of our school family with the opportunity to achieve academically and thrive spiritually and socially.



Plymouth CAST is a trust set up by the Catholic Diocese of Plymouth to support and develop its schools. The Diocese of Plymouth covers the traditional counties of Cornwall, Devon and Dorset and therefore also includes the newer unitary authorities of Plymouth, Torbay, Poole & Bournemouth. Altogether there are 35 schools within the Trust spread from Penzance in the West to Bournemouth in the East. Together CAST employs 1300 staff and provides education for 7000 pupils.

Vision; "Our mission is to be a community of outstanding schools in which our pupils flourish in safe, happy and stimulating environments and leave us with the knowledge and skills, personal qualities and aspirations, to make the world a better place, inspired by the Gospel"

Deputy Head Job Description



Accountable to: Head Teacher

Pay Range/Salary: L3-7

The Deputy Head will be a practising Catholic with a strong understanding of and commitment to the Gospel and the teachings of the Catholic Church.

- Help to create and foster the Christian community of the school and to work with the families and the parishes in the Christian nurture of the child.
- Be a member of the senior leadership team, assist the head teacher in leading and managing the school and to take responsibility in the absence of the head teacher.
- Work with the head teacher and Governors to formulate school policies and lead the staff in their delivery.
- Play a major role under the overall direction of the head teacher in formulating and reviewing the School Development/Improvement Plans and the aims and objectives of the school by:
 - *Monitoring progress towards their achievement.*
 - *Develop and maintain good relationships with all stakeholders*
 - *Undertake such duties as are delegated by the head teacher.*
 - *Be creative, enthusiastic and professional .*
 - *Have a great sense of humour.*

Main Tasks

- To ensure own professional development and leading colleagues for their professional development in a designated leadership role.
- To contribute in developing the teaching and learning across the school, however with a particular focus on one key stage.
- To participate in arrangements for further training and the development of own professional skills and knowledge.
- To effectively lead on other areas of the curriculum and demonstrate impact on raising standards.
- To assist colleagues in developing knowledge and understanding of an inclusive education.
- To conduct lesson observations and assess the impact of teachers on the learning of the children in their class, supporting professional development when necessary.
- To contribute to the pastoral work within the school.
- To assist the head teacher in the monitoring of core subjects throughout the school and to keep colleagues informed to enable development as appropriate.
- To ensure that safeguarding is enshrined in school policies and practice.
- To ensure effective liaison with the meal time assistants and teaching assistants
- To be prepared to meet with designated governors to report on the teaching of the specific role.
- To keep up to date with developments in the specific role by reading, attending courses and reporting back to colleagues.
- To support the induction and development of student teachers and teachers new to the profession (NQT and NQT+1).
- To lead on Pupil Premium, Achievement for All and coordinate SEND provision alongside the pastoral lead.

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To lead effective learning providing an opportunity for the children to take responsibility for their own learning.
- To ensure the good behaviour of all children and to develop within them positive attitudes towards adults, peers, property and work.
- To keep records of children's work and achievement in accordance with school policy.
- To have high expectations and to encourage the children in the class to make at least good progress.
- To ensure effective liaison with the teaching assistants and mealtime assistants.
- To discuss the child's progress and needs with the parents at twice yearly parents' evenings and at any other reasonable time on request.
- To be prepared to meet with designated governors to report on the teaching of the specific role.
- To keep up to date with developments in the specific role by reading, attending courses and reporting back to colleagues.
- To provide the head teacher with a copy of the long and medium term planning and to prepare a synopsis for parents.
- To provide the head teacher with detailed weekly plans and evaluations of these in accordance with school policy.
- To take full part in and contribute to staff meetings.
- To demonstrate outstanding teaching and learning practice; to lead by example.

The management of staff

- To be responsible for the line management, performance management and appraisal of specific staff.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.

Relationships

- To be responsible for fostering positive relationships across the school community.
- To help maintain and develop effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.



Person Specification



	Essential	Desirable	How this will be measured in the selection process.
Educa- tion/ Training/ Qualifi- cations	Qualified Teacher Status Degree/PGCE or equivalent qualifications	Other educational/ professional qualifi- cations	Application Interview
Knowled ge and Experi- ence	<ul style="list-style-type: none"> • Experience of teaching in a key stage • Evidence of providing excellent provision for all pupils and achieving high standards of pupil progress • Experience in effective teamwork and leading support staff • An excellent understanding of and experi-ence in using assessment data • Experience in leading one or more curricu-lum area • Experience of leading and supporting CPD • Proven ability in leading staff teams and curriculum development • Proven ability in measuring progress • Experience of coaching/mentoring/ supporting colleagues • Experience in safe guarding procedures including child protection • Experience in leading assemblies and col-lective acts of worship. 	<ul style="list-style-type: none"> • Ability to lead ICT across the school • Ability to lead inclusion across the school. • Experience of teach-ing across the primary age range. 	Application Interview
Profes- sional Skills	<ul style="list-style-type: none"> • Excellent teaching experience • Ability to work collaboratively as a leader and member of a team and in different partnerships • Proven ability to implement strategies for raising pupil achievement • Excellent people skills-motivating, nurturing and challenging children and adults to achieve their best • ICT skills for teaching and management • Confidence, clarity and decisiveness in making and carrying out decisions • Coaching and mentoring others NQT/ NQT+1 • Experience in promoting effective team work and managing support staff 	<ul style="list-style-type: none"> • Experience in working with other partners – Secondary/extended services/cluster group schools 	Application Interview References

Professional Ethos and Commitment	<ul style="list-style-type: none"> • High expectations for self and others and a strong commitment to raising achievement • Commitment to promote home-school partnerships • High expectations of pupil behaviour and strategies to meet the personal learning and emotional needs of every child • Ability to meet deadlines consistently • Passionate about making a difference 	<ul style="list-style-type: none"> • Willingness to be involved in extra-curricular activities • Experience of innovation and creativity in the curriculum 	<ul style="list-style-type: none"> • Application • Interview • References
Personal Qualities	<ul style="list-style-type: none"> • Able to exercise confidentiality • A high level of initiative • Lead by example • A good sense of humour • A willingness to learn 		<ul style="list-style-type: none"> • Application • Interview • References