



St. Peter's Catholic Primary School

Job Description: Deputy Head teacher

Prepared Spring 2026

Mission Statement

"At St. Peter's we strive to be a joyful, active, Catholic community, belonging to and guided by our Lord Jesus Christ.

We deliver a high quality, rounded education, focussing not only on individual academic excellence, but also on each pupil's spiritual, moral, physical and emotional development. We are a forward-looking school, continually seeking ways to build on our successes and further enhance the educational experience of our children.

Inspired by the values of Catholic Social Teaching, we provide superb pastoral care for the entire school, particularly the most vulnerable amongst us and we actively promote justice, charity and care for our created world.

As a community we aim to grow in communion with each other and with God. We aspire for every member of our school to become daily more like Jesus, filled with the grace and power of the Holy Spirit, allowing them to live life to the full, in hope and joy, transforming the world around them and bearing fruit that will last"

Deputy Head teacher Duties

Reports to: Head teacher

Leading Learning and Teaching

In a Catholic school, the search for excellence is given expression in learning and teaching which responds to the needs and aspirations of its pupils and acknowledges their individual worth as made in the image and likeness of God. The Deputy Head teacher works with the Head teacher to secure and sustain effective learning and teaching throughout the school. The Deputy Head teacher will also be the deputy DSL working alongside the school DSL.

Main Tasks / Actions:

To work with the Head teacher:

- To ensure a realistic consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- To ensure that learning is at the centre of strategic planning and resource management.
- To establish creative responsive and effective approaches to learning and teaching in line with the school's Mission Statement.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- To demonstrate and articulate high expectations and set realistic, obtainable targets for the whole school community.
- To implement strategies which secure high standards of behaviour and attendance.
- To determine, organise and implement a diverse and flexible curriculum and implement an effective assessment framework.
- To take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.
- To monitor, evaluate and review classroom practice and promote improvement strategies.
- To challenge underperformance at all levels and ensure effective corrective action and follow-up.

Developing Self and Working With Others

In a Catholic school, the role of the Head teacher and Deputy Head teacher is one of leadership of a learning community rooted in faith. Leadership should take Christ as its inspiration and management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

Main Tasks / Actions

To work with the Head teacher:

- To treat all people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with the school's Mission Statement.
- To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- To develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- To regularly review own practice, set personal targets and take responsibility for own personal development.
- To safeguard self and staff and to encourage colleagues to retain a healthy balance in their professional and personal lives.

Managing the Organisation

To work with the Head teacher:

- To create an organisational structure which reflects the school's Catholic Christian values, and enables the management systems, structures and processes to work effectively in line with legal requirements. To be a member of the School Leadership Team.
- To produce and implement clear, evidence based improvement plans and policies for the development of the school, its Catholic life and mission, along with its facilities.
- To ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives,
- To manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- To recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school in a realistic way.
- To implement successful performance management processes with all staff.
- To be responsible for ECT mentoring and having the strategic overview of trainees.
- To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive characteristics of Catholic education.

- To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- To use and integrate a range of technologies effectively and efficiently to manage the school.

Securing Accountability

In a Catholic school, the Head teacher fulfils his or her responsibilities in accordance with the Instrument of Government. The Head teacher supports the Governing Body in fulfilling its responsibilities under Canon Law to the Diocese and in accordance with national legislation. The deputy Head teacher supports the Head teacher in these tasks.

Main Tasks / Actions:

To work with the Head teacher:

- To fulfil commitments arising from contractual accountability to the governing body.
- To develop a Catholic school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- To have responsibility as part of the SLT for Staff Development
- To reflect on personal contribution to school achievements and to take account of feedback from others.

Strengthening Community

In a Catholic school the Deputy Head teacher and the Head teacher share responsibility for the mission of the school and the wider diocesan educational system and as such are therefore called to work in collaboration with parents, priests, parishioners, diocesan officers and colleague heads and deputies together with agencies such as CAFOD, as and when appropriate.

- To build a school culture and curriculum which takes account of the richness and diversity of the school's communities rooted in the Catholic Christian faith.
- To create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment.
- To ensure learning experiences for pupils are linked into and integrated with the wider community.
- To ensure a range of community based learning experiences.

- To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- To create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community,
- To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives, especially with other diocesan schools.
- To co-operate and work with relevant agencies to protect children.

Specific Curriculum Responsibility

The Deputy Head teacher is likely to be designated, following discussion with the head teacher, the following responsibilities for the first year of the appointment:

- Assessment
- Curriculum refinement
- ECT induction and overview of trainees
- maintain a teaching element to their role
- Overview of strategy and implementation for pupil premium

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Review Date	Signature