

Job Description for Deputy Headteacher

Responsible to: Headteacher

Responsible for: Improving quality of teaching, learning, progress and attainment.

Main Purpose: Raising Standards of Learning and Teaching

To support the Headteacher with the overall management and leadership of the school including:

- a) Formulating the school developing plan
- b) Establishing practice and policies through which standards will be raised
- c) Leading staff and deploying resources to that end
- d) Monitoring progress and attainment
- e) Growing future leaders to ensure through succession planning
- f) Shaping our Christian Distinctiveness

You are required to carry out the duties of the school teacher as set out in the Schoolteachers' Pay and Conditions Document.

The post requires you to teach pupils in the age range three to eleven years. Year group will be dependent on experience and school need.

PURPOSE OF THE POST

You are required to undertake the following responsibilities:

- To work in close co-operation with the Headteacher to establish and further develop the school.
- To assist the Headteacher in the day-to-day running of the school.
- To liaise with the Headteacher, Governors and staff.
- To assist the Headteacher in formulating the aims and objectives of the school and establishing the policies through which they shall be achieved.
- Leading staff and resources to fulfil aims and objectives.
- Monitoring and evaluating progress towards the successful achievement of the policies.
- To work co-operatively with colleagues in the implementation of the School Development Plan and in supporting the school aims and ethos.
- Develop the Christian character of the school – its pupils and staff.

REQUIREMENTS AND RESPONSIBILITIES:

- To deputise in the absence of the Headteacher.
- To set a high standard professionally and personally and to set a good example.
- To actively discuss school policy and staff development with the Headteacher.
- To share with the Headteacher the responsibility for the conduct and order and behaviour of the school and ensure that policies are implemented and that a high standard of education is maintained.
- To take curricular responsibility for assessment throughout the school.
- To support the Headteacher in order to co-ordinate the duties and responsibilities of other members of staff and encourage their career and personal development.
- To carry out extra-curricular duties that are reasonable and practicable.
- To assist when required in some areas of administration and to be familiar with some aspects of the finance system.
- To organise timetables and day-to-day rotas etc. and to ensure that they are implemented.

LEADERSHIP

- To extend understanding and further insight into the annual cycle of School Improvement Planning.
- To fully participate in its preparation and monitor its implementation in order to promote good teaching and learning.
- To recognise the financial implications of the whole School Development Plan.
- To gain some experience of monitoring the budget over a given period of time.
- To support the work of the administration team.
- To support the work of the Governing Body.
- To support the Headteacher on management of staff to enable effective curriculum delivery.
- To identify pupils who are failing to make the required progress and liaise with teachers about pupils as part of Pupil Progress Meetings and Provision Mapping cycles
- To liaise with staff regarding vulnerable groups of children and initiate intervention to support them where necessary.
- To be the Deputy Designated Safeguard Lead
- To regularly meet with teachers to monitor the tracking system to ensure all pupils are making the required progress.
- To inform the Headteacher, and keep her up-dated regarding pupil progress.
- To demonstrate good practice in terms of planning, teaching and learning, feedback and pupil behaviour management.
- To be a pro-active member of the School Leadership Team to both direct and guide professional dialogue and discussion.
- To be alert to potential for improvement and innovation within the school, and take the initiative in its implementation.
- To be an outward facing practitioner in order to lead a 'restless' school

LEADERSHIP TEAM RESPONSIBILITIES

- Attend Leadership meetings with the Leadership Team to effect policies throughout the school.
- Take an active role in agenda setting.
- Support the Headteacher in the management and organisation of the Senior Leadership Team to demonstrate effective leadership and promote this within the school.
- Ensure that any decisions made at Leadership level are carried out effectively and efficiently by all
- Discuss policy and its implementation to ensure the smooth running of the school.
- Share information in respect of each Key Stage to ensure smooth running of each department in terms of curriculum and management and make recommendations of how to develop or improve these.
- Support curriculum leader's delivery of staff training.
- Disseminate relevant information to colleagues where appropriate.
- Carrying out appraisal/performance management for a number of named teaching staff.

COACH TO IMPROVE TEACHING:

- To monitor and evaluate learning and teaching, through a rigorous monitoring and evaluation timetable, along with the Headteacher.
- To be responsible for identifying professional development needs.
- To build consistency in teaching and expectations across the whole school.
- To work with the Headteacher to organise bespoke training.
- To work alongside teachers to identify strengths and coach for improvement.
- To model and demonstrate good practise.

TO ASSIST WITH THE CO-ORDINATION OF ASSESSMENT, RECORD KEEPING AND REPORTING.

- To monitor, evaluate and review systems for reporting to parents/carers on standards of achievement.
- To guide and advise SLT when setting statutory targets and integral targets for attainment.
- To liaise with all staff to ensure a consistent approach to assessment throughout the school.
- To ensure that assessment data informs planning and sets targets to raise standards.
- To ensure thorough moderation of teacher judgements
- To understand and interpret relevant information and data and to feedback to staff.
- To support and evaluate the target setting process and ensure that targets are challenging and appropriate to ensure progress
- To make realistic comparisons of school's own data and local and national data
- To support the implementation of tests in the core subjects to support teacher judgements.
- To build up a database of assessment results for analysis and for use in target setting.
- To analyse test results for emerging patterns of strength and areas of development
- To produce regular written reports on findings to governors
- To support the staff in setting individual pupils targets.

OTHER

- To lead through example
- Create a positive and inclusive learning climate where distributive leadership is encouraged regardless of position in staffing structure
- To guide, support and motivate staff.
- To be an outstanding classroom practitioner, teaching across the school as necessary



Person Specification for Deputy Headteacher

Attributes	Essential	Desirable	Identified
Qualifications	<ul style="list-style-type: none"> • Appropriate recognised Teaching Qualification • Enhanced DBS Check • Evidence of ongoing Professional Development and training 	<ul style="list-style-type: none"> • Leadership qualifications e.g. NPQML, NPQSL, Christian Leadership (working towards and/or desire to complete) 	Application Form
Teaching /Leadership Experience	<ul style="list-style-type: none"> • Enthusiastic and outstanding practitioner • Leadership role within school (e.g. TLR) or equivalent • Experience of successfully developing key curriculum areas • Successful experience of peer coaching 	<ul style="list-style-type: none"> • Experience across primary • Experience of developing home school partnership. • Experience of working in a variety of educational settings • Mentor Experience - Students, NQTs. 	Application Form References (if shortlisted) Interview selection process (if shortlisted)
Knowledge	<ul style="list-style-type: none"> • 2014 National Curriculum and/or Early Years Framework • Experience and successful use of assessment and data analysis to raise standards • Up to date knowledge of Safeguarding and awareness of safeguarding procedures - Keeping children safe in Education • Experience of and successful development of assessment recording and reporting procedures • Knowledge of Pupil Progress Meetings and target setting • A clear understanding of how children learn and principles of Growth Mindset • Letters and Sounds/Synthetic Phonics • Equal Opportunities/Race Equality • Up to date knowledge of current primary education issues • SEND Code of Practice • Inclusive Teaching Strategies 	<ul style="list-style-type: none"> • Specialist knowledge of a core curriculum area • Safeguarding training - Level 2, 3 or 4 • Governance experience or experience of reporting to governors 	Application Form Letter References (if shortlisted) Interview selection process (if shortlisted)



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	<ul style="list-style-type: none"> • Clear understanding of how to deploy Teaching Assistants effectively 		
Skills/Abilities	<ul style="list-style-type: none"> • Ability and confidence to sensitively and effectively lead change to the benefit of the school • Be committed to the development of self and colleagues • Ability to develop staff in a positive, supportive and effective way • High level of written and oral communication skills • The ability to work on own initiative, prioritising and managing time effectively • Ability to set up effective working teams, develop team approaches and work as part of a team • Ability to share responsibility with the Headteacher for target setting and the raising of standards and attainment across the school. Other areas of responsibility to be agreed with the Headteacher • Experience of working with other agencies • Competent Computing Skills 	<ul style="list-style-type: none"> • Specific area of expertise or interest 	<p>Letter References (if shortlisted) Interview selection process (if shortlisted)</p>
Philosophy, Beliefs, Values	<ul style="list-style-type: none"> • Sympathetic to the Christian ethos of the school • High expectations of children's attainment and behaviour • Respect for and tolerance of culture and religion of others • A genuine commitment to the principles of Inclusion and the success of every child • Willing to involve yourself in the life of the school • A commitment to work to involve parents, governors and the community in the work of the school • Growth Mindset 	<ul style="list-style-type: none"> • Practising Christian 	<p>Letter Interview selection process (if shortlisted) Additional Reference (if a practising Christian be willing to provide a faith reference from a leader in 'Churches Together')</p>
Personal	<ul style="list-style-type: none"> • Caring • Positive and proactive attitude 	<ul style="list-style-type: none"> • Willingness to lead extra curricula activities 	<p>References (if shortlisted) Interview selection process (if shortlisted)</p>



Person Specification for Deputy Headteacher

Qualities	<ul style="list-style-type: none">• Enthusiastic and energetic• Reliable and approachable• Resilience• Rigorous and thorough• Creative• Sense of justice and fairness• High standard of personal presentation• Hard-working and a good team player• Sense of humour		
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