



JOB DESCRIPTION

SCHOOL:

St Andrew's Methodist Primary School

JOB DETAILS:

Job Title: Deputy Headteacher

Grade: Group 2 ISR Leadership L10-14

Directly responsible to: The Headteacher and the Governing Body of the school.

Directly responsible for: Leading key areas across the school as agreed with the Headteacher (Assessment, Child Protection, Pastoral Care, Teaching and Learning)

Hours of Duty: 1265 hours per year

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Primary purpose of the job:

To work with the Headteacher in creating, inspiring and embodying the ethos and culture of the school, securing its Vision Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.

Main Duties and Responsibilities/Accountabilities:

1. In partnership with the Headteacher, assist in:

- Leading by example, providing inspiration and motivation, and embodying for the pupils, staff, governors and parents the vision, purpose and leadership of this Church school.

2. Working with the staff and pupils:-

- To promote the school's Christian vision and values
- To create a Christian ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by all pupils.

	<p>-To formulate and implement the overall aims and objectives of the schools Christian vision, mission statement and strategic plan as outlined within the school improvement priorities</p> <p>- To ensure that policies and practices take account of national, local and school data and inspection and research findings;</p> <p>- To monitor, evaluate and review the effects of policies, priorities and performance of the school in practice, and take appropriate action.</p>
3.	<p>Implement the Governing Body's Policies on Equal Opportunities and inclusion for all pupils;</p> <p>Ensure that the school fulfils its requirements under the 'Keeping Children Safe in Education' (KCSIE) agenda.</p>
4.	<p>Assume the professional responsibility of the Headteacher in their absence</p>
Teaching and Learning	
1.	<p>Be the exemplar of high quality teaching and learning in the school.</p>
2.	<p>In partnership with the Headteacher, assist in:</p> <ul style="list-style-type: none"> - Creating and maintaining an environment that promotes and secures good and outstanding teaching, effective learning and high standards of achievement, exemplary behaviour and discipline and which enables teachers to meet the standards set out in the professional development framework. - Determining, organising, implementing and monitoring the curriculum and its assessment. - Ensuring that improvements in all areas of the curriculum, with particular focus on core subjects, are priority targets for all pupils, including those with SEND and more able pupils. - Ensuring that pupils develop a positive attitude and understanding of learning in order to learn more effectively and with increasing independence. - Monitoring and evaluating the quality of teaching and standards of learning and achievement of all pupils at the school.
3.	<p>To plan and monitor identified intervention programmes as required.</p>
4.	<p>Determining and implementing policies which promote:</p> <ul style="list-style-type: none"> • Equal opportunities for all children; • Spiritual, moral, social and cultural development of children within a broadly Christian context; • British values including the importance of democracy, self-discipline and regard for authority and the law; • Good conduct and behaviour; • Positive strategies and programmes for pupils' support and clear guidance on exclusions and other disciplinary matters
5.	<p>Developing effective links with the local, national and global communities, to extend the curriculum, and enhance teaching and learning.</p>
6.	<p>Creating and maintaining an effective partnership with parents to support and improve pupils' achievements and personal development.</p>
7.	<p>Promoting extra-curricular activities in accordance with the educational aims of the school.</p>
Leading and Managing Staff	

<p>1.</p> <p>2.</p>	<p>Act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.</p> <p>In partnership with the Headteacher, assist in:</p> <ul style="list-style-type: none"> - Maximising the contribution of staff to improve the quality of education provided and the standards achieved and ensure that constructive working relationships are formed between staff and pupils. - Developing good working relationships with the governors, staff, pupils, parents/carers, community, LA and other school networks. - Planning, allocating, supporting and evaluating work undertaken by groups, teams and individuals. - Implementing and sustaining effective systems for the management of staff performance, incorporating performance management. - Motivating and enabling all staff in the school to carry out their respective roles to the highest standards, through high quality continuing professional development based on assessment of needs and systematic monitoring and evaluation. - Leading and managing the staff in ways that reflect the school's Christian vision and mission statement, meet the Governing Body's policies, while ensuring that professional duties are fulfilled as specified in the Terms and Conditions of Service of Teachers.
<p>Efficient and effective deployment of staff and resources</p>	
<p>1.</p>	<p>In partnership with the Headteacher, assist in:</p> <ul style="list-style-type: none"> - The recruitment and selection of the highest quality teaching and non-teaching staff who are able and willing to contribute to the effectiveness and ethos of the school. - Working with colleagues to deploy, develop and retain all staff effectively in order to improve the quality of education provided in accordance with the Christian vision and mission statements. - Contributing to the formation of the schools policies and procedures concerning the school's resources and asset management. - Setting appropriate priorities for expenditure, allocation of funds and effective administration and control by: <ul style="list-style-type: none"> • Effective management of the school's budget; • Rational allocation and monitoring of time, space and material resources; - Ensuring effective and safe arrangements for the storage of materials and equipment. - Managing and organising the school efficiently and effectively to ensure it meets the needs of the curriculum, the pupils and health and safety regulations and the KCSIE agenda. - Making arrangements for the security and effective supervision of the school buildings, their contents and the grounds. - Ensuring that any lack of maintenance, repairs or modification, including breaches of Health and Safety legislation is acted upon promptly, and in accordance with the delegation arrangements of the Governing Body. - Managing, monitoring and reviewing the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Accountability	
1.	<p>In partnership with the Headteacher, assist in:</p> <ul style="list-style-type: none"> - Creating and developing an organisation in which all the members of the school recognise that they are accountable for the success of the school. - Ensuring that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting children's learning and achieving the school's targets for improvement.
2.	Carry out any duties as may be reasonably required by the Headteacher.
School Specific Responsibilities	
1.	The school specific responsibilities will be agreed with the successful candidate upon appointment, but will include those outlined in responsibility section.
2.	To undertake such additional duties as are reasonably requested with the level of this post.
3.	The post holder must carry out their duties with full regard to the school's Equal Opportunities and Health and Safety policies.
<p>Review Arrangements:</p> <p>The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.</p>	

Date Job Description prepared/revised:

April 2024

Prepared by:

Anne Barker

Agreed by Postholder