



## Eagley Junior School Post of Deputy Headteacher – Job Description

<b>Job Title</b>	DEPUTY HEADTEACHER
<b>Grade</b>	L6 - L10
<b>The primary purpose of the job</b>	To work with the Headteacher in maintaining the ethos and culture of this Community school, securing its aims with all members of the school community. To ensure school is a safe, stimulating and positive environment for all members of the school community. To have the highest expectations of themselves and others and lead by example. To monitor and work in partnership with the Head teacher to influence teaching and learning practice to empower both staff and students to achieve their highest potential.
<b>Responsible to</b>	The Head teacher and the Trustees
<b>Principal Responsibilities</b>	The appointment is subject to the current conditions of employment for Deputy Headteachers contained in the Schools Teachers' Pay and Conditions Document, School Standards and Framework Act, the required standards for Qualified Teacher Status and other current educational and employment legislation.

### MAIN DUTIES

#### Strategic direction and development of the school

- Fulfilling the school's ethos and values statement and school aims;
- Developing an effective working relationship with the Headteacher, leadership team and all staff and the community;
- Being an active member of the school's leadership team;
- Working with the Headteacher, trustees and staff in the formulation and effective delivery of the School Development & Improvement Plan;
- Assisting the Headteacher in the planning of the annual budget and managing financial delegation with the Headteacher and staff;
- Making a positive and regular contribution within full governing board and committee meetings;
- To take account of local and national initiatives;

#### Teaching and learning

- Modelling outstanding practice and high expectations of pupil attainment through class teaching role in KS2
- Managing the quality and effectiveness of the curriculum through the co-ordination of teaching and learning throughout the school, and spreading good practice of effective teaching and learning styles;
- Leading strategies aimed at raising standards and achievements throughout the school, including standards of core subjects, and attendance;

- To take a shared leadership role in managing and supporting assessment, recording and reporting throughout the school in conjunction with the Head teacher;

### **Leading and managing staff**

- Operational management of the performance management policy and processes;
- Performance management of staff and members of SLT;
- To take a shared leadership role in developing and maintaining a relevant, engaging and academically rigorous curriculum in conjunction with the Head teacher;
- Working with the Head teacher to ensure clarity of procedures and to further embed distributed leadership throughout school;
- Taking a lead role in the school's self-evaluation processes, monitoring progress towards curricular and other targets;
- Taking a lead role in Pupil Progress Meetings and target setting for groups and individual children
- Managing CPD for the school, including governors;
- Staff induction processes and continuous professional development, including opportunities within the school and in the wider educational community;
- Providing help and support for colleagues and have a positive impact on classroom practice through coaching, evaluation and feedback.

### **Pupil support**

- Taking a share in the leadership of behaviour and attitudes of pupils across school as well as working strategically to enhance provision for their personal development;
- Leading assemblies including deputising for the Headteacher;
- Taking a lead role in developing 'Pupil Voice' across school.

### **General**

- To advise and support the head teacher in all areas of responsibility and to take charge of the entire work of the school when the Head Teacher is absent.
- To be a member of the Leadership Team of the school and to be responsible for supporting, and deputising for, the head teacher in all aspects of management, control and discipline of the school, to attend regular meetings of that team and to ensure effective liaison and communication.
- Any other duties as agreed by the Headteacher or jointly agreed by the whole staff.
- Carrying out the professional duties as outlined for Deputy Headteachers in the Teachers' Pay and Conditions document;
- Promoting the school in the community, playing a proactive role in the local educational community at cluster and LA levels;
- Ensuring effective internal communication throughout the school and external communications with parents and other groups;
- Taking an active role in supporting the work of, and liaising with, the PTA.

**Customer Care** – To continually review, develop and improve systems, processes and services in support of the School's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

**Valuing Diversity** - To be responsible for contributions to the achievement of the School's Valuing Diversity Policy, both in your work and in your role as a Manager through the implementation of the supporting action plans. To provide a supportive open environment where all employees have the opportunity to reach their full potential. To ensure that the Governors are encouraged to share in and reflect policy in their work.

**Developing Self and Others** - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development.

**Safer Recruitment** – 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.



# Eagley Junior School

## Post of Deputy Headteacher – Person Specification

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
<b>1. Skills and Knowledge</b>	
<ul style="list-style-type: none"> <li>• To be an outstanding classroom practitioner, with knowledge of issues which contribute to outstanding teaching and learning</li> <li>• Ability to monitor and evaluate aspects of the curriculum reflecting school, National Curriculum and wider curriculum requirements</li> <li>• Ability to develop and implement aspects of a School Development Plan</li> <li>• Ability to analyse and manipulate data using SIMS assessment manager, LA data pack and Analyse School Performance</li> <li>• Ability to extract, analyse and evaluate issues from data and school practice, and to put forward strategies for improvement</li> <li>• Knowledge of the place of tracking progress and target setting in bringing about improvement</li> <li>• Ability to establish and review targets and implement decisions</li> <li>• Ability to communicate effectively with staff, parents and governors</li> <li>• Ability to work in a team</li> <li>• Ability to take a joint leadership role with the Head teacher with regard to pupil behaviour, attitudes and personal development.</li> <li>• To be confident in the use and development of ICT throughout the school for curriculum and management purposes</li> <li>• Understanding of school improvement strategies and OFSTED inspection and self-evaluation processes</li> <li>• To have experience of developing the curriculum to meet the needs and interests of the pupils</li> </ul>	<p>Application Form/Assessment Tasks, Observation of Teaching &amp; Interview</p>

<ul style="list-style-type: none"> <li>• To have experience of ‘Assessment for Learning’ principles and strategies</li> </ul>	
<b>2. Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults</li> <li>• Ability to lead, motivate and influence others</li> <li>• The ability to set and communicate consistently high expectations of yourself and others throughout your work in school</li> </ul>	Application Form, Interview & References
<b>3. Approach to work</b>	
<ul style="list-style-type: none"> <li>• A commitment to child-centred education</li> <li>• To show a commitment to working in partnership with parents, trustees, external agencies and where appropriate, the LA, to provide the best education possible for our pupils</li> <li>• To have excellent time management skills and a drive to secure the best outcomes for all learners</li> <li>• To demonstrate a consistently rigorous focus on improving the quality of education for all learners across school</li> </ul>	Application Form & References
<b>4. Experience/Qualifications/Training etc</b>	
<p>Qualified teacher status</p> <p>To be able to demonstrate professional development related to leadership in primary-phase schools</p> <p>Experience in leading and managing aspects of pupil progress across a school</p> <p>To have senior or middle management experience in a primary-phase school</p> <p>To be able to demonstrate recent leadership and curriculum development in at least one subject or area</p>	Application Form/Interview

<p><b>Valuing Diversity</b> - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.</p>	Application Form/Interview
<p><b>Customer Care</b> - Listen and respond to children/young people needs, seek out innovative ways of consulting and engaging them. Network with others to develop services for the benefit of the children/young people</p>	Application Form/Interview
<p><b>Developing Self and Others</b> - Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example</p>	Application Form/Interview