

**Tooting Primary School**  
**Job Description**

<b>Job Title</b>	<b>Deputy Head Teacher</b>
<b>Main Purpose of the Job</b>	To play a key role in the strategic development and leadership of the school and to be accountable for performance and outcomes in a range of areas to be agreed with the successful candidate on appointment.
<b>Duties</b>	The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document.
<b>Strategic Direction and Development of the School</b>	<p>To lead by example and provide inspiration and motivation to the whole school community building on the existing ethos and policy framework in order to promote high levels of progress and attainment within an inclusive, caring and safe environment</p> <ul style="list-style-type: none"> <li>• Work in partnership with the whole staff and governors ensuring that the SIP and other planning documentation is regularly monitored, evaluated and reviewed to meet all statutory requirements</li> <li>• Ensure that strategic planning takes account of the diversity, values and aspirations of the families who use the school and the wider local community</li> <li>• Demonstrate an awareness of the political context, anticipate trends and embrace future opportunities with a positive mindset</li> <li>• Establish and oversee systems, processes and policies so the school can operate effectively.</li> </ul>
<b>Learning and Teaching</b>	<p>To ensure that learning is at the heart of the school at all times and to take responsibility for raising the quality of teaching and learning in specified areas and to:</p> <ul style="list-style-type: none"> <li>• Inspire and coach staff to deliver quality first teaching and learning for every pupil every time</li> <li>• Promote a culture of continuous improvement using comparative data and benchmarks to evaluate and improve performance based upon a sound process of effective planning and assessment for every child</li> <li>• Promote and encourage creativity and innovation in the use of new technologies to enhance teaching and learning</li> <li>• Contribute to the development of a broad range of extra-curricular activities across the school</li> <li>• Maintain and further develop effective systems for communicating with pupils, parents, staff and governors to ensure that individual targets and progress are achieved</li> <li>• Promote a culture and practices that enables all pupils to access the curriculum</li> </ul>

	<ul style="list-style-type: none"> <li>• Have ambitious expectations for all pupils with SEN and disabilities.</li> </ul>
<b>Develop Self and Others</b>	<p>To lead, motivate, support, challenge and develop the staff to ensure that everyone in the school can maximise their potential</p> <ul style="list-style-type: none"> <li>• Lead by example and create a shared commitment and responsibility for the school through collaborative team work, distributed leadership and professional reflection</li> <li>• Build a collaborative culture which positively embraces change and progression through staff empowerment and team work</li> <li>• Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture and to allow an appropriate work / life balance</li> </ul>
<b>Accountability</b>	<p>To be accountable to the Headteacher for the effective performance of the responsibilities outlined in this job description.</p> <p>To promote a culture of self evaluation among the whole school staff so that they feel accountable for the success of the school</p> <p>To assist the Headteacher in the preparation of accurate, timely and appropriate accounts of the school's performance to a range of audiences including the governing body, parents, the LA, local community, OFSTED and others to enable them to play their part effectively</p>
<b>Strengthen the Community</b>	<p>To actively promote cohesion in the wider school community through developing and delivering a range of provision, within and outside school, designed to break down social, economic and cultural barriers.</p> <p>Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community.</p>
<b>Child Protection</b>	<p>To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Education Act 2002 and working together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the school.</p> <p>To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's role.</p>

	To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.
<b>SPECIFIC TASKS</b>	A range of specific tasks/areas of responsibility will be agreed between the successful candidate and the Headteacher. Specific accountabilities will be agreed with regard to the particular skills and experience the successful candidate brings as well as their career ambitions and professional development goals.

## PERSON SPECIFICATION – DEPUTY HEADTEACHER

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCED BY
<b>QUALIFICATIONS</b>	Qualified Teacher Status Proven commitment to professional development in Leadership and Management	Good Honours Degree Relevant post-graduate Qualification.	Application
<b>EXPERIENCE/ KNOWLEDGE</b>	<p><b>Candidates will need to have:</b></p> <p>Substantial and successful current experience in a middle/senior leadership position.</p> <p>Substantial and successful teaching experience</p> <p>A proven track record of leading school improvement and raising standards including systems of self evaluation and the use of data to support school improvement</p> <p>Experience of monitoring the performance of staff and pupils, and securing high standards of conduct/behaviour and attendance</p> <p>Experience of establishing effective approaches to teaching and learning, curriculum design and assessment</p> <p>Experience of working with pupils from a wide range of socio-economic and cultural backgrounds, underpinned by a good understanding of equal opportunities legislation and its application in a practical context.</p> <p>Good knowledge of safeguarding legislation and experience of applying it in school.</p>		Application, interview, own school Ofsted report and School Visit
<b>LEADERSHIP SKILLS</b>	<p><b>Candidates will be able to demonstrate their:</b></p> <p>Strategic vision, supported by excellent people skills</p> <p>Confident leadership abilities, able to inspire, challenge and coach staff</p> <p>Strategic and operational skills to make effective use of resources in an increasingly challenging financial environment</p> <p>Collaboration skills, able to work effectively with external organisations and all stakeholders to ensure that everyone feels part of the school community, fostering community cohesion both within and outside the school.</p> <p>In depth knowledge of curriculum development and effective pedagogy.</p>		References, interview and school visit

	<p>Knowledge of the curriculum for Foundation Stage, KS1 and KS2.</p> <p>Experience as a leader in school, promoting a subject area and/or motivating and managing staff.</p> <p>Curriculum knowledge of Foundation Stage, KS1 and KS2 Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.</p> <p>Ability to set high expectations which inspire, motivate and challenge pupils.</p> <p>Understanding of school finances and financial management.</p> <p>Understanding of high-quality teaching and the ability to model this for others and support others to improve.</p> <p><b>Candidates will need to demonstrate the capacity to:</b></p> <p>Motivate and inspire pupils, staff, parents, governors and the wider community.</p> <p>Work as an effective team leader and member.</p> <p>Research, and write up reports for outside agencies, SLT, governing body.</p> <p>Anticipate and solve problems and identify and act on opportunities.</p> <p>Analyse, interpret and act upon information and data.</p>		
<p><b>COMMUNICATION SKILLS</b></p>	<p>Communicate effectively, orally and in writing, to all audiences (pupils, staff, parents, governors, community leaders, local authority, DfE etc) including with those who may have limited English language skills.</p> <p>Chair meetings effectively, to ensure that decisions taken are clearly articulated, implemented, monitored and reviewed.</p> <p>Negotiate effectively with external agencies, service providers and others.</p> <p>Make best use of available technologies to support effective communication. Commitment to maintaining confidentiality at all times.</p>		<p>Application, interview, school visit and references</p>

<b>SELF MANAGEMENT</b>	<p>Achieve challenging professional goals.</p> <p>Prioritise work.</p> <p>Work to deadlines.</p>		<p>Application, interview, school visit and references</p>
<b>OTHER ATTRIBUTES</b>	<p><b>Candidates will demonstrate a range of personal qualities including:</b></p> <p>Presence, integrity, resilience, drive, initiative and creativity</p> <p>Ability to set standards by personal example.</p> <p>Ability to work under pressure and prioritise effectively.</p>		<p>Interview and references</p>