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| **Job Title** | Deputy Headteacher |
| **Grade** | L9 – L14 |
| **Reports to** | Headteacher |
| **Key Purpose of the job** | The Deputy Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.  The Deputy Headteacher will carry out the duties of this post in line with the remit outlined in the current School Teachers’ Pay and Conditions Document including the conditions of employment for deputy headteachers and the school’s own policy. |
| **Specific Responsibilities** | |
| * Deputise for the Headteacher in her absence. * Manage the day-to-day running of the school with the Headteacher, including timetables, assemblies, meetings and whole school events. * Drive a positive ethos for learning. * Promote an exciting, stimulating and creative curriculum through extensive work with Subject Leads. * Promote the values and achievements of the school to the community through the website and social media. * Support the Headteacher and Governors in annual budget planning and monitoring. * To build and strengthen parental engagement and be approachable to families. * Undertake such reasonable activities that the Headteacher and Governors may from time to time require. | |
| **Strategic Direction and Development of the school** | |
| * To assist the Headteacher in achieving the vision and direction of the school. * To set and maintain high expectations of pupils’ behaviour and achievement. * With the Headteacher, Governors and other senior staff, to set aims and objectives for the school through the School Development Plan. * To take responsibility for developing and monitoring policy and practice as directed by the Headteacher and Governing Body. * To assist the Headteacher in school self-review and evaluation and in the effective planning and management of resources to secure improvement. * To support and implement all decisions of the Headteacher and Governing Body. | |
| **Teaching and Learning** | |
| * To be a credible role model and act as a leading classroom practitioner by inspiring and motivating other staff. * To work with the Senior Leadership Team and Headteacher to sustain high expectations and outstanding practice in teaching and learning throughout the school. * To monitor and evaluate the quality of teaching and standards of pupil’s achievement. * To design and plan foci for observation cycles and book scrutiny. | |
| **Leading and Managing staff** | |
| * To comply with and adhere to all school policies. * To work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development. * To support the Headteacher with Performance Management of all teaching staff. * To work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management. | |
| **Deploying staff and resources** | |
| * In consultation with, and by the direction of the Headteacher, deploy staff and resources efficiently and effectively. * To apply all safeguarding policies and measures when deploying staff. * To assist with recruitment as agreed by the Headteacher. | |
| **Accountability** | |
| * To support the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders, including reporting to Governors. * To take responsibility, with the Headteacher, for safeguarding the welfare of children and young people within the school. * To comply with individual responsibilities, in accordance with the role, for health and safety in the setting. * To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy. * To support the Headteacher with Performance Management of staff. | |

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| **DEPUTY HEADTEACHER PERSON SPECIFICATION** |
| **QUALIFICATIONS** |
| * Degree or equivalent. * Qualified Teacher status. * Evidence of further professional development. |
| **EXPERIENCE** |
| * Highly successful teaching experience across the primary age range. * Excellent knowledge and understanding of the Early Years Foundation Stage, a Phonics programme and the National Curriculum. * Substantial experience of working successfully as a senior leader or middle manager in a primary school. * Leadership of a significant area including evidence of raising standards across the whole school and contributing to self-evaluation and school improvement. * Experience of teaching in more than one key stage. * Confidence with data analysis for school improvement. * Experience of ECT tutoring/mentoring. |
| **KNOWLEDGE** |
| * A strong understanding of the necessary factors of effective teaching and learning. * Experience using a range of assessment systems * Knowledge and understanding of data analysis and the ability to use data to set targets for improvement. * Up to date knowledge and understanding of educational innovations. * Knowledge of current safeguarding and child protection procedures. * Experience in timetabling and logistics management. |
| **SKILLS AND ABILITIES** |
| * Demonstrate outstanding practice across subjects/areas. * The ability to inspire, challenge, motivate and empower colleagues in a shared vision. * The drive to investigate, resolve problems and make decisions. * Excellent communication skills to a wide range of different audiences in various formats (verbal, written, using ICT as appropriate). * The ability to communicate in a timely and clear manner. * Insistence on effective and inspirational learning/working environments. * Firm yet nurturing approaches to manage pupil discipline. * Highly effective administrative and organisational skills. * Time- management skills and the ability to work under pressure. |
| **Personal Attributes** |
| * Proactive and enthusiastic towards new ideas and challenges. * An energetic and positive presence. * Commitment to visible leadership. * Excellent communication skills and the ability to listen. * Trustworthiness and commitment to the school’s vision and success. |