



OFFHAM
PRIMARY SCHOOL

JOB TITLE : Deputy Headteacher (Maternity Cover Post)

GRADE : L1-L6

RESPONSIBLE TO: Acting Headteacher

The Deputy Headteacher at Offham Primary School is a key member of the senior leadership team and is a vital link between the school, governors, parents and the wider community. The Governors expect that the Deputy will have a proven record as an excellent classroom teacher and will work alongside the Acting Headteacher in ensuring school improvement. In addition the Deputy will bring to the job the managerial and effective communication skills to enable them to play a full part in the running of the school.

Offham Primary School is continually seeking to improve and the ability of the Deputy Head to demonstrate the flexibility, inventiveness and passion to continue our success and manage change effectively is invaluable.

SPECIFIC MANAGERIAL RESPONSIBILITIES:

1. To fulfil the requirements set out in the current Pay and Conditions Document relating to the conditions of employment of teachers and the current 'Teaching Standards'.
2. In partnership with the Acting Headteacher and governors play a major role in the strategic direction and development of the school.
3. Play a leading role in the school improvement and school self-evaluation planning process.
4. In partnership with the Acting Headteacher, lead by example when implementing and managing change initiatives.
5. With the Acting Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school to ensure consistency and quality.
6. To deputise for the Acting Head teacher in the event of her absence from the school.
7. Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
8. To liaise and develop links with parents, outside agencies, local community stakeholders, the LA and neighbouring schools, building positive relationships, promoting the extended curriculum and professional partnerships.

9. To attend the full Governors meetings where necessary and make appropriate presentations to Governors.
10. To motivate, support and inspire staff through INSET, mentoring and positive relationships throughout the school.
11. To be responsible for the induction of ECTs supporting mentors and trainees through the ECT programme.
12. To liaise with parents and pass on to them relevant information concerning their children, as well as organising consultation sessions with parents throughout the year.
13. Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.

To undertake any professional duties of the Acting Headteacher reasonably delegated to him / her by the Acting Headteacher.

SPECIFIC RESPONSIBILITIES:

1. To be responsible for pupils with SEND and act as the SENCO undertaking day to day coordination of SEN pupils' provision through close liaison with staff, parents and external agencies. Ensure planning, implementation and review of provision.
2. Ensure that the school carries out its statutory responsibilities regarding all pupils with SEN.
3. Support all staff in understanding the needs of pupils with additional needs and ensure that staff can confidently adapt practice and have a strong understanding of the mainstream core standards.
4. Take the lead role for Assessment, taking responsibility for pupil progress reviews and collating summative assessments. Support the development of formative assessment alongside the Acting Headteacher.
5. Analyse and interpret school assessment information from assessment periods and present the information to the Acting Headteacher and governors. Ensure that the information is acted upon through pupil progress and staff training to drive standards for all pupils.
6. Act as the Lead DSL taking responsibility for child protection issues and providing regular safeguarding training for staff. Ensure overall responsibility for promoting and safeguarding the welfare of children and young people within the school. Ensure the robust record keeping of safeguarding records.

The specific responsibilities will be reviewed annually in accordance with our appraisal cycle and may be altered, with your agreement to meet the current needs of the school.