

Job Description

Job Title	Deputy Headteacher
Grade	L1 – L7
Line Manager	Headteacher
Key Purposes of the job	To work with the Assistant Head and support the Headteacher on key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas, as set out in the School Improvement Plan.
Core Responsibilities	<p>The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:</p> <ul style="list-style-type: none"> • Developing the school improvement plan and monitoring progress against milestones. • Establishing policies and action plans for achieving these aims and objectives. • Managing the planning and delivery of the curriculum across the school including associated budgets • Lead and champion a curriculum that is relevant and challenging. • Co-ordinate and conduct analysis of assessment data in order to drive high standards in progress and attainment • Champion the importance of developing the children’s local and global responsibility towards the environment as the Eco-coordinator. • Work alongside the governing body as a staff governor • If the Headteacher is absent, the Deputy Headteacher will deputise, as expected by the Governing Body • Be a mentor for candidates engaging in ITT • Fulfil the role of DDSL in KS2 • Manage KS2 and line manage class teachers and support staff therein • Manage and co-ordinate monitoring of teaching and learning across the school with the Headteacher and Assistant Head • Teach a class, including all the responsibilities of a class teacher, in line with teacher standards.
Strategic direction and development of the school	<ul style="list-style-type: none"> • To assist the Headteacher and Governors in shaping the vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement. • To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Headteacher, Governors and other senior staff. • To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the Headteacher. • To assist the Headteacher in school self-review and evaluation and in the effective planning and management of resources to secure improvements. • Publicly supporting all decisions of the Headteacher, Senior Leadership Team and Governing Body.
Teaching and Learning	<ul style="list-style-type: none"> • Be an ‘outstanding’ role model and act as a leading classroom practitioner when inspiring and motivating other staff in KS2. • Working as part of the Senior Leadership Team and with the Headteacher to develop and sustain high expectations and consistently outstanding practice in teaching and learning throughout the school. • Monitor and evaluate the quality of teaching and standards of pupils’ achievement and use benchmarks and set targets for school improvement. • Establish a culture of ‘open classrooms’ as a basis for sharing best practice. • To lead English and Maths collaboratively with KS2 team in Staff Development Meetings.

Leading and Managing Staff	<ul style="list-style-type: none"> • Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development. • Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes. • To be an exemplar of all school policies and practices. • To support the Headteacher in Appraisal of all teaching staff where appropriate. • Work with the Headteacher to deliver an appropriate programme of professional development for all staff including identifying emerging talents, coaching and mentoring current and aspiring leaders, in line with the school improvement plan and Appraisal. • To specifically lead the KS2 team and monitor attendance, behaviour and safeguarding concerns in regular meetings. • To co-ordinate and monitor coverage across the curriculum in the KS2 team including collective worship and educational visits. • To ensure consistency of communication across the Key Stage and create effective, collaborative partnerships with parents.
Deploying staff and resources	<ul style="list-style-type: none"> • In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively i.e., timetables, deployment of staff and supply staff. • To participate in recruitment and selection, as agreed by the Headteacher. • To manage the KS2 budget and Curriculum budget • To effectively manage deployment of TAs within Key Stage to raise progress and attainment of core groups of children.
Accountability	<ul style="list-style-type: none"> • Supporting the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders. • Promote and protect the health and safety welfare of pupils and staff. • Take responsibility for promoting and safeguarding the welfare of children and young people within the school. To be willing to be a DSL within school.
Specific Responsibilities	<ul style="list-style-type: none"> • Deputise for the Headteacher in their absence. • Take a major role in the day-to-day running of the school and attend weekly meetings and leading them as required. • Contribute to a positive ethos for learning. • Provide an exciting, stimulating and creative curriculum. • Promote the values and achievements of the school to the community. • Support the Headteacher and Governors in annual budget planning and monitoring. • To take whole school assemblies when required. • Undertake such reasonable activities that the Headteacher and Governors may from time to time require.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Headteacher. • Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • To ensure that all duties and services provided are in accordance with the School's Equality information and objectives (public sector equality duty) statement.
<p>Leigh Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The role holder will be expected to comply with all school policies and procedures, including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</p>	

Person Specification

DEPUTY HEADTEACHER PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Qualified Teacher Status	✓	
Evidence of further professional development	✓	
EXPERIENCE		
Evidence of outstanding teaching practice in KS2	✓	
Evidence of outstanding teaching practice in KS1		✓
Substantial knowledge, understanding and experience of learning and teaching within primary education.	✓	
Recent experience of working successfully as a senior leader in a school.	✓	
Leadership of a significant area or phase including responsibility for raising standards across the whole school and contributing to self-evaluation and school improvement.	✓	
Experience of data analysis	✓	
Experience of safeguarding leadership		✓
Experience of managing other staff members/a team	✓	
Evidence of using monitoring activities to raise standards and support teacher performance and whole school improvement	✓	
Evidence of empowering children to improve their environment locally and globally.		✓
KNOWLEDGE		
A clear understanding of the essential qualities necessary for effective teaching and learning in literacy and mathematics	✓	
The principles of effective assessment for learning	✓	
Knowledge and understanding of data analysis and the ability to use data to set targets for improvement	✓	
Knowledge of current safeguarding child protection procedures	✓	
SKILLS AND ABILITIES		
Understanding of high-quality teaching, and the ability to model this for others and support others to improve.	✓	
Analyse data, evaluate pupil progress and plan an appropriate course of action for whole school improvement.	✓	
Inspire, challenge, motivate and empower others to carry the vision forward and work towards common goals.	✓	
Ability to investigate, resolve problems and make decisions.	✓	
Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).	✓	
Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education.	✓	
Expecting and facilitating all children to reach their potential irrespective of social background.	✓	
Ability to manage effectively pupil behaviour and have a commitment to a high level of pastoral care.	✓	
Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines.	✓	
Specific expertise in the teaching of music and/or the computing curriculum.		✓
PERSONAL ATTRIBUTES		
Emotional intelligence to lead and manage a variety of personalities	✓	
Emotional resilience to deal with a variety of challenging situations	✓	
Innovative and open to new ways of thinking	✓	
Motivated to make decisions in a collaborative way	✓	
Ability to be professional, maintain confidentiality and encourage mutual respect	✓	
Confidence to lead meetings, give feedback and training sessions as appropriate	✓	
Passionate about improving the lives of young people	✓	

Proactive and able to work autonomously and with initiative	✓	
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