

THE
PRIMARY
FIRST
TRUST

Springhead Park
PRIMARY SCHOOL



Deputy Head Teacher Springhead Park Primary School

First for Primary Education

The Primary First Trust
The White House
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The Primary First Trust Limited is a Company Limited by Guarantee, registered in England and Wales number 08738750, and an Exempt Charity.



The Primary First Trust

The Primary First Trust currently consists of ten primary schools in Bexley, Medway and Kent.

From the outset the commitment of our organisation has been to ensure we can meet our school improvement priorities. The upward trajectory of the results in all of our schools shows we have achieved this.

JOB DESCRIPTION

Job purpose including main duties and responsibilities:-

This appointment is subject to the current conditions of employment of Deputy Head Teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Head Teacher and member of staff and will be reviewed annually.

The post holder, in addition to the requirements of a class teacher, will be required to undertake the following areas of responsibility and key tasks:

Key Accountabilities:

Strategic direction and development of the school - in cooperation with, and under the direction of, the Head Teacher to:

- ◆ support the vision, ethos and policies of the school and promote high levels of achievement;
- ◆ support the creation and implementation of the school development plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it;
- ◆ contribute to the evaluation of the effectiveness of school policies procedures and action plans;
- ◆ ensure that parents/carers are well informed about the curriculum; pupil achievement and the contribution they can make to their children's education and the wider life of the school;
- ◆ enable the views of both parents/carers and children to be heard and valued;
- ◆ to promote opportunities for networking and connectivity with other schools.

Key Relationships

The post holder will be accountable and responsible to the Headteacher, Education Director and will have contact with Head Teachers, Senior Leadership Teams, Managers and staff within all schools. They will liaise with external organisations, stakeholders, legislative bodies and others.



Teaching and learning - to:

- ◆ take responsibility for the development, monitoring and evaluation of the effectiveness of the curriculum;
- ◆ support the Head Teacher in the monitoring of the quality of education and children's achievement including the analysis of data;
- ◆ support the Head Teacher in developing links with parents/carers, other schools, educational institutions and the wider community, including business and industry, in order to enhance the quality of education and children's personal development;
- ◆ model good practice and mentor colleagues in order to provide continuing professional development.

Effective deployment of staff and resources - to:

- ◆ support the Head Teacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience to ensure that all staff have a clear understanding of their roles and responsibilities;
- ◆ manage the school effectively in the absence of the Head Teacher;
- ◆ work with the Head Teacher to establish priorities for the effective deployment of resources.

General - to:

- ◆ provide information and advice to the Head Teacher and governing body and support proper accountability and compliance processes throughout the school;
- ◆ promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

Specific responsibilities - to;

- ◆ take on specific tasks related to the day to day administration and organisation of the school;

School specific responsibilities and tasks:

- ◆ take on any additional responsibilities which might from time to time be determined by the Head Teacher.

The Primary First Trust and Springhead Park Primary School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers

EQUAL OPPORTUNITIES STATEMENT

The Primary First Trust, an equal opportunity employer, values the diversity of our work force and the knowledge of our people.

The Primary First Trust provides all qualified applicants consideration for employment without regard to age, race, color, religion, sex, sexual orientation, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The Primary First Trust is committed to providing reasonable adjustments to individuals with disabilities.



Deputy Head Teacher

PERSON SPECIFICATION

APPOINTMENT CRITERIA	Assessed from
<p><u>Qualifications and Experience</u></p> <ul style="list-style-type: none">◆ Either already a Deputy Head Teacher/Assistant Head Teacher, or evidence of recent and successful senior leadership in a primary school◆ Qualified Teacher Status with evidence of excellent classroom practice◆ Relevant, recent professional development◆ Experience of working across the EYFS, Key Stage One and Two in the state sector.	1,2 1,2 1,2 1,2
<p><u>Leadership and Management</u></p> <ul style="list-style-type: none">◆ Evidence of providing inspiration and strong leadership◆ Evidence of leading by example in order to promote the school's vision and values for the pupils, staff, governors and parents of the school◆ Commitment to, and understanding of, equal opportunities across all aspects of the school◆ Demonstrated ability to co-ordinate and lead on different curriculum areas◆ Knowledge of best practice and procedures for safeguarding children and young people.	1,2 1,2 1,2 1,2 1,2
<p><u>Teaching and Learning</u></p> <ul style="list-style-type: none">◆ Sound understanding of how children learn and of how effective teaching methods can drive school development◆ Evidence of assessing, monitoring and evaluating the quality of education and the delivery of the curriculum across the primary phase◆ Evidence of using data from a variety of sources in order to monitor progress in children's learning◆ Confident in the innovative use of technology to enhance the quality of education◆ Working knowledge of SEND, intervention and inclusion provision .	1,2 1,2 1,2 1,2 1,2

1 = assess from written application

2 = assess from interviews/tests

3 = assess from documentary



Head Teacher

PERSON SPECIFICATION

APPOINTMENT CRITERIA	Assessed from
<p><u>Monitoring and Evaluation</u></p> <ul style="list-style-type: none">◆ Evidence of the ability to monitor and evaluate the quality of education and identify strengths and next steps◆ Ability to effectively identify pupil needs and target intervention appropriately◆ Ability to provide Head Teacher, Senior Leadership Team and Governors with pupil performance information◆ Ability to ensure records and systems for monitoring progress are effective	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>
<p><u>Staff Management and Development</u></p> <ul style="list-style-type: none">◆ Proven track record of staff management with the ability to build and motivate a strong team, which empowers:<ul style="list-style-type: none">a) all staff to carry out their respective roles to the highest standard;b) all staff to work effectively together to ensure continuous school development.◆ Experience of managing and developing teaching and support staff◆ Experience of leading staff performance management appraisals◆ Experience of safer recruitment processes◆ Ability to lead continuing professional development for all staff	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>
<p><u>Community</u></p> <p>Assisting in the implementation of an effective parent engagement strategy that will ensure parents are:</p> <ul style="list-style-type: none">◆ well informed about the curriculum and pupil attainment and progress;◆ clear about the contribution that they can make to supporting their children's education;◆ understanding and supporting the values and ethos of an inclusive school.	<p>1,2</p> <p>1,2</p> <p>1,2</p>



Deputy Head Teacher

PERSON SPECIFICATION

APPOINTMENT CRITERIA	Assessed from
<p data-bbox="66 426 305 457"><u>Personal Attributes</u></p> <ul data-bbox="66 485 1365 905" style="list-style-type: none">◆ Excellent communication and interpersonal skills◆ Welcomes and embraces innovation◆ Approachable and enjoys being highly visible to staff, children and parents◆ Energetic, adaptable, enthusiastic and reliable with personal impact and presence◆ Self-motivated with a high level of organisational skills and the ability to prioritise workload effectively◆ Able to think creatively, solve problems and make decisions based on sound judgement◆ Passionate about delivering high quality education◆ Values diversity and the unique place and contribution every individual makes to the learning community◆ Demonstrates professionalism, loyalty and integrity◆ Demonstrates a commitment to safeguarding and ensuring the welfare and wellbeing of all pupils in the school	



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