



Job description: Deputy Headteacher

Hampton Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: L9 to L13

Contract type: Full time

Reporting to: Headteacher

Main purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Strategic monitoring and evaluations of whole school teaching and learning
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives based on key priorities.
- Managing/coaching identified staff - supporting staff to meet professional and personal targets
- Pastoral care and leading of all staff, supporting the Headteacher to develop and sustain positive working relationships, sustaining motivation with and between staff, positively promoting wellbeing and mental health
- Support/coach subject leaders in the development and implementation of curricular initiatives

If the Headteacher is absent, the Deputy Headteacher will deputise alongside the other Deputy Headteacher, as directed by the Governing Board.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Qualities

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Demonstrate the vision and values of Hampton Primary in everyday practice and work
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher, the Deputy Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism and mutual respect
- Encourage high standards of behaviour from pupils, built on high expectations and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's Behaviour Policy

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain high-quality teaching across all subjects and key stages, based on evidence
- Ensure teaching is underpinned by subject expertise and strong practice
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum which is sequenced and progressive
- Strengthen curriculum leadership, including subject leaders with relevant expertise and access to professional development based on Ofsted priorities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

Under the direction of the Headteacher, the Deputy Headteacher will:

- Promote a culture and practices that enable all pupils to access the curriculum within the mainstream and Hub provision
- Have ambitious expectations for all pupils with SEN and disabilities and work closely with the SENCo to promote inclusive practice
- Support staff in working effectively with parents, carers and professionals to identify additional needs and provide adaptation where appropriate

Organisational management and school improvement

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the Governing Board
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage/coach identified teams of staff with due attention to workload
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented working alongside the Headteacher and SLT

Professional development

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure staff have access to appropriate high standards of professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development for all staff to drive improvement

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other key areas of responsibility could include

- Attendance
- Mental Health and Well-Being Lead
- Foundation Subject curriculum Lead – monitoring effectiveness, progression and sequenced curriculum areas
- Deputy Designated Safeguarding Lead

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Qualified Teacher Status
Experience	<ul style="list-style-type: none">• Successful leadership and management experience in a primary school• Teaching experience• Involvement in school self-evaluation and development planning• Demonstrable experience of successful line management and staff development• Lead on key areas such as a key stage, curriculum, attendance and/or wellbeing/mental health
Skills and knowledge	<ul style="list-style-type: none">• Data analysis skills, and the ability to use data to set targets and identify weaknesses• Understanding of high-quality teaching, and the ability to model this for others and support others to improve• Understanding of school finances and financial management• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships• Thorough knowledge of KS1 & Early Years Framework
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

Notes:

This job description may be amended at any time in consultation with the postholder.