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**St John’s Church of England Primary School**

**Job Description – Deputy Headteacher**

**Responsible for the Quality of Teaching and Learning**

**Job Title:** Deputy Headteacher

**Responsible to:** Headteacher

**Grade:** Leadership Pay Spine Range: L7 – L12

**Core Purpose of the role**

The key accountability is for the Deputy Headteacher, within the context of the school’s vision, values, aims and policies, to **assist** the Headteacher in the effective **organisation**, **leadership** and **strategic** **development** of the school. This is the core business for which a Deputy Headteacher must hold her/himself, and be held by the Headteacher, to rigorous account on behalf of the children. In particular, to develop and manage curriculum, and lead all aspects of teaching and learning, and progress. To deputise for the Headteacher as required.

**Key duties and responsibilities**

Accountable to the Headteacher for:

* Sustaining the aims and objectives of the school and establishing the policies through which they will be achieved; managing staff and resources to that end; and monitoring progress towards their achievement.
* Working to maximise pupils’ progress towards their full potential.
* Liaising with key stakeholders to support school improvement.

**Strategic direction and development of the school**

* To work with the Headteacher, school workforce and school community to contribute to development of the strategic view for the school in its community and analyse and plan for the future needs and further development of the school in a local and national context.

 To develop overall aims and objectives for the school, and policies for their implementation.

* To support the Headteacher in creating an ethos and provide educational vision and direction which promotes effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, emotional and physical development, and prepares them for the opportunities, responsibilities and experiences of adult life.
* To work with the Headteacher to develop and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement.
* To ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting short, medium- and long-term objectives and targets which secure the educational success of the school.
* To ensure that the organisation of the school supports its vision and aims.
* To ensure that policies and practices take account of national, local and school data, inspection and research findings.
* To monitor, evaluate and review the effectiveness of policies, priorities and targets of the school in practice and take action if necessary.

**Quality of education**

* To work with the Headteacher to secure and sustain an effective quality of education throughout the school, and to monitor and evaluate the quality of teaching and standards of pupils’ achievement, using benchmarks and setting targets for improvement.
* To ensure that all pupils receive a good quality education through a programme designed to promote good learning in a safe and healthy school environment.
* To ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor every pupils’ learning and progress.
* To ensure that learning is at the centre of strategic planning and resource management.
* To establish creative, responsive and effective approaches to learning and teaching.
* To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
* To be able to demonstrate and articulate high expectations and set stretching targets for the whole community.
* To be able to implement strategies that secure high standards of behaviour and attendance.
* To implement a diverse, flexible curriculum and an effective assessment framework.
* To be able to take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
* To monitor, evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective support and intervention.
* To ensure holistic, child centred support is in place which empowers children and their families and enables the development of healthy, socially inclusive behaviours.

**Leading and managing people**

* To lead, motivate, support, challenge and develop other people in order to secure improvement.
* To maximise the contribution of staff to improve the quality of education provided and standards achieved, and ensure that constructive working relationships are formed between staff and pupils.
* To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for teachers and other members of staff.
* To sustain effective systems for the management of staff performance, incorporating appraisals and targets for teachers (including targets relating to pupils’ achievement).
* To ensure that all staff receive regular appraisal and performance management as per the school’s policies and procedures.
* To ensure that trainees and Early Career Teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status and the Teacher Standards.
* To maintain an ethos of relationship-based practice across the school which values the contribution that enjoyment can make to achievement.

**Efficient and effective deployment of people and resources**

* To support the Headteacher in the deployment of people and resources efficiently and effectively to meet specific objectives in line with the school’s strategic plan and financial context.

 To work with senior colleagues to recruit staff of the highest quality available.

* To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided.
* To advise the Headteacher on the adoption of effective procedures to deal with the competence and capacity of staff.
* To undertake responsibilities as defined in the school’s Health and Safety Policy.
* To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity.
* To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils’ achievements, ensure efficiency and secure value for money.
* To ensure that staff are encouraged to attend inset days and undertake CPD activity which increases their knowledge and understanding of cultural diversity and racism and how racism can be combated in a classroom setting.

**Accountability**

* To be accountable for the efficiency and effectiveness of the school to the Headteacher, Governing Board and others, including pupils, parents, staff and the local community.
* To provide information, objective advice and support to the Headteacher to enable them to meet their responsibilities for securing effective teaching and learning and improved
* To develop and organisation in which all staff recognise that they are accountable for the success of the school.
* To present a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences, including parents, governors, the local community, Ofsted and others, to enable them to play their part effectively.
* To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school’s targets for improvement.
* To provide information about the work and performance of staff where it is relevant to their future employment.
* To ensure that the school meets and maintains the required standards for safeguarding.
* Take responsibility as a Designated Safeguarding Lead.

**Strengthening Community**

* To enable a school culture and curriculum which takes account of the richness and diversity of the school’s community.
* To enable and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
* To ensure learning experiences for pupils are linked to and integrated with the wider community.
* To ensure a range of community-based learning experiences and opportunities.
* To work in partnership with other agencies in providing for academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
* To seek opportunities to invite parents and carers, members of the community, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
* To be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
* To co-operate and work with relevant agencies to protect children.
* To ensure that the school promotes effective links with the local community and continues the development of close liaison with other local primary, secondary and special schools.
* To support the Headteacher in ensuring that the school offers appropriate extended services.
* To support the school’s Christian ethos.

As a member of the Leadership Team the job holder will:

* Be in involved in the strategic leadership, management and day-to-day running of the school
* Play a key role in formulating and evaluating the impact of the School Improvement Plan and Self Evaluation;
* Enact the school vision, Christian ethos and aims of the school and ensure others do the same;
* Facilitate highly effective communication within the school and have strategic oversight of staff motivation, morale and wellbeing;
* Ensure staff, pupils and parents are being appropriately supported when necessary;
* Establish and maintain positive relationships with parents and the local community;
* Positively promote the school within the community and beyond;
* Attend, lead and contribute to meetings as appropriate with the Governing Body and parents, providing reports and information as required;
* Initiate and develop appropriate and effective links with Governors, Inspectors, Advisers and other relevant external agencies;
* Support the work and development of ‘Friends of St John’s’.

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

***Working Time/Review***

This job description sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties, but does not direct the particular amount of time to be spent carrying them out. There are not definitive working time arrangements in the national conditions of employment. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Signed Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Signed Post Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**Person specification**

**Essential requirements**

**Qualifications and experience**

* Qualified Teacher Status
* Degree qualification or equivalent
* An excellent class teacher
* At least four years’ post qualified teaching experience within the primary phase and providing for special educational needs across the full ability range, including Special Educational Needs
* At least one year’s experience as an assistant head or equivalent
* Proven track record of leading whole school improvement

**Skills, knowledge and abilities**

* Expert understanding of innovative pedagogy
* Experience of assessment without levels including tracking pupil progress
* Knowledge and understanding of statutory assessment arrangements at KS1 and KS2
* Excellent knowledge of monitoring and school self-evaluation as a tool for improvement
* Knowledge and understanding of effective strategies to manage behaviour
* Excellent knowledge of inclusion including EAL, bilingual learners, minority ethnic achievement and equality (race, disability, and gender)
* Excellent understanding of safeguarding, especially the safety and welfare of vulnerable and disadvantaged pupils
* Expert knowledge of strategies for closing the gap, such as pupil premium funding and the EEF Toolkit, so that disadvantaged pupils achieve exceptionally well
* Knowledge and understanding of the OFSTED Inspection Framework
* Knowledge and understanding of whole-school issues and their implications for financial management

**Personal qualities**

* Ability to direct and co-ordinate the work of others, motivating, inspiring, and supporting staff
* Ability to set high standards and act as a positive role model, leading by example
* Has self-belief, senses opportunities, and takes the initiative in moving things forward in a positive way
* Communicates effectively both orally and in writing with pupils and adults
* Skilled at leading high-quality professional learning and development and staff meetings
* Approachable, caring and kind
* Establishes and maintains constructive and open relationships with parents, staff, governors, and the local community
* Possesses a strong set of values and beliefs and shows awareness of how these fit in with the Christian values of the school
* Is committed to continued self-professional development and is always trying to find ways to improve and be the best they can be.

**Desirable requirements**

* Higher degree or equivalent
* Knowledge and role of governance
* Evidence of engagement with national organisations
* Experience of designing and developing assessment and tracking systems