

SALTWOOD CHURCH OF ENGLAND PRIMARY SCHOOL

JOB DESCRIPTION

DATE AGREED: July 2023

POST: Deputy Headteacher
Pupil Premium Champion
Designated Teacher for Children in Care
Professional Development Leader
Federation Curriculum Leader

GRADE: Leadership Scale, Range L5 – L10

DURATION: Permanent

RESPONSIBLE TO: Executive Headteacher

CORE PURPOSE:

- To share in the leadership and the corporate responsibility of the school.
- To assist the Executive Headteacher and Governing Body in ensuring high quality education for all pupils, continuous school improvement and on-going staff development.
- To take full responsibility for leading and managing significant aspects of the school's curriculum as directed by the Executive Headteacher and Governing Body.
- To undertake, in the absence of the Executive Headteacher, the professional duties of headteacher and to deputise for the Executive Headteacher in all aspects of management, control and discipline of the school.
- To fulfil the professional responsibilities of a teacher as set out in the School Teacher's Pay and Conditions Document
- To provide advice and support to parents about their child's development.

SPECIFIC RESPONSIBILITIES

Strategic direction and development of the school

In consultation and co-operation with the Executive Headteacher:

- To help embed the vision, values, ethos and ambitions of the school and ensure the school's curriculum develops these.
- To contribute to effective school self-evaluation and improvement planning.

Leadership and management

- To serve on the Senior Leadership Team.
- To act as joint Designated Safeguarding Leader with the Executive Head Teacher
- To lead a core subject if required.
- To lead appraisal and target setting for agreed teaching staff.
- To organise release time and class cover for teacher absences.
- To work with the Executive Headteacher on the organisation and day to day running of the school and on the efficient management of school resources, including the engagement of supply staff.
- To organise rotas that relate to the routines of the school day and term, including display in school.
- To promote the effective management of pupil behaviour and safeguard the welfare of children.
- To organise the staffroom notice board.
- To lead the team of lunchtime supervisors so that they are confident in all aspects of their role.
- To act as Pupil Premium Champion across the school, ensuring the need of disadvantaged children are met with relevant provision and publishing required statutory information.
- To fulfil the role of Designated Teacher to all Looked After Children and other vulnerable groups in the school, liaising with outside agencies such as VSK as appropriate.

Teaching and learning

- To provide a consistently outstanding role model and play a major role in the development of high quality teaching and learning throughout the school.
- To have a timetabled teaching commitment equivalent to 20% FTE
- To work with the Executive Headteacher to ensure the ongoing monitoring and regular evaluation of the quality of teaching and learning and the delivery of a broad and rich curriculum.
- To work alongside class teachers to ensure consistent practice and application of the school's teaching and learning policy.

Curriculum leadership

- To ensure the school's vision, values and ethos are reflected in the wider curriculum.
- To promote our published curriculum aims.
- To have an overview of the whole curriculum, ensuring continuity and progression.
- To ensure each class teacher has created a yearly curriculum map to be published on the school website.
- To monitor and evaluate curriculum planning, ensuring the curriculum is well planned, sequenced and relevant, meeting the needs of all pupils.
- Support others in subject leadership and professional development to ensure high standards across all areas of the curriculum.

Developing self and others

- To foster good relationships with all staff – teaching and non-teaching staff – in the school.
- Develop collaboration across the Federation so that it enables everyone to share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Maintain and develop further the culture of high expectations for self and others.
- To work in a consultative and supportive way with all staff
- To maintain an up to date staff handbook.
- To ensure that a high standard of physical and emotional care of all children is maintained.
- To organise meetings of the School Council on a regular basis ensuring that it is a forum for pupil opinions and views to be discussed.
- To help to create and maintain an attractive, effective and exciting environment for learning.
- Set personal targets and take responsibility for own professional development.
- To identify and pursue leadership and management development opportunities

Notes:

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