Mr Darran Callaghan, Headteacher, BA (Hons), NPQH, NPQEL
Attlee Avenue, Aylesham, Canterbury, Kent, CT3 3BS
Tel: 01304 840392
Email: office@aylesham.kent.sch.uk
Website: www.aylesham.kent.sch.uk

"Where Children Come First"

Job Description

Post: Deputy Headteacher
Grade: Leadership Salary: (L5 – L11)
Responsible to: Headteacher
Hours: Full time
Contract Type: Permanent

Your job description is intended as a reference document which identifies your main responsibilities and activities. Our vision 'Where children come first' and values of flying high, teamwork, resilience, and creativity are essential to the work that you will carry out here at Aylesham Primary School. As a member of staff it is vital that you share these with us so that we can work together as a team and enable all children to learn effectively.

Main purpose

The main purpose of this role is to work alongside the Headteacher to:
- Formulate the vision, ethos, aims and objectives of the school for inclusive practices and establishing the policies through which they are to be achieved
- Proactively manage staff and resources
- Create strategic development plans, policies and operation protocols
- Monitor progress towards high levels of achievement of the school's aims and objectives
- Take full responsibility for the School in the absence of the Headteacher
- Support the Headteacher's overall leadership, development and management of the teaching and learning of all pupils, by taking a leading role in the monitoring and evaluation of teaching standards across the whole school
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school including acting as Deputy Safeguarding Lead
- Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for Deputy Headteacher.

Duties and responsibilities

Shaping the future
In partnership with the Headteacher and Governors:
- Make significant contributions to the formation and communication of strategic plans for the school
- Support and promote the vision, ethos and policies of the school to ensure high levels of excellence in all that we do
- Model continuous improvement using research and bringing up-to-date and innovative practise to the school
- Provide coaching and support to ensure a high performing team where all staff flourish in their roles and be their best for the pupils
- Manage change patiently, prudently and effectively
- Work on own initiative and in collaboration with all stakeholders
- Devise, implement and monitor action plans and other policy developments

Resilience   Teamwork   Creativity   Flying High

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- Promote a culture of inclusion within the school community where all views are valued and taken into account

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 and school values in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules 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
- To use a restorative, positive approach to behaviour in the school

Teaching and Learning
Under the direction of the Headteacher, the Deputy Headteacher will:
- Be an excellent role model exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher to raise and maintain standards through staff performance management
- Promote and lead the delivery of training and support to all staff
- Ensure the Teaching and Learning policy is enacted effectively across the school
- With the Headteacher, support the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Evaluate, review and enhance inclusive classroom practice through a range of continuous improvement strategies
- Understand and develop staff's capacity to deliver a well-adapted curriculum for all pupils.
- Develop systems to ensure robust evaluation of school performance, progress data and actions to secure and maintain continuous improvements
- Report to Governors and stakeholders on the development and impact of achievement and attainment for all children

Additional and special educational needs (SEN) and disabilities
Under the direction of the Headteacher, the Deputy Headteacher will:
- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious and inclusive expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Work closely with school SENCO to continue to build on our fully inclusive approach
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

Organisational management and school improvement
Under the direction of the Headteacher, the Deputy Headteacher will:
- Manage staff well with due attention to workload
- Support the development of collaborative approaches to learning within the school and beyond

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- Ensure rigorous approaches to identifying, managing and mitigating risk
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- Contribute to the day-to-day effective organisation and running of the school
- Lead and plan staff meetings that reflect the aims set out on the School Development Plan
- Support the Headteacher in the recruitment, induction, deployment and development of staff
- Provide support and guidance to all staff in implementing school policies
- Manage HR and other leadership processes as appropriate e.g., sickness absence, disciplinary, capability.
- To undertake any professional duties, reasonably delegated by the Headteacher

Strengthening Community
- Support the Headteacher in maintaining and developing a culture and curriculum which prepares children to be great citizens who are ready for their next phase in school life and the wider world they live in
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers and the wider community in school life
- Work in partnership with other schools to share good practice and promote innovative initiatives
- Support the curriculum team in ensuring strong community links and opportunities to engage and learn from the many local resources
- Attend a range of community and governor meetings to represent the school and support the Headteacher

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Notes:
This job description may be amended at any time in consultation with the post holder.

Ofsted
Good
Provider

Resilience   **Teamwork**   **Creativity**   **Flying High**

Kent
County
Council