



Hadlow Primary School, part of The Bourne Partnership

Job description: deputy headteacher

Job details

Salary: Leadership pay scale: L3-L5

Hours: 32.5 hours per week with teaching responsibility of 60%

Contract type: Maternity- 1 year

Reporting to: Head Teacher

Main purpose

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of Hadlow Primary School
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement aims and objectives of the Hadlow Primary School and The Bourne Partnership

The deputy headteacher will have a timetabled teaching commitment of 60%, comply with the Teachers' Standards and model best practice for others.

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

Main responsibilities

The deputy headteacher, under the direction of the headteacher, will be responsible for:

- Modelling excellent teaching and learning within their own Key Stage
- Overseeing collaborative practice with other Key Stage leaders in the school and Bourne Partnership, and leading their own subjects effectively
- Leading one core and one foundation subject
- Leading a gradual, developmental staff induction process
- Overseeing external CPD linked to an audit of staff interests and identified development areas
- Line managing Teaching Assistants across the school through a rigorous and supportive appraisal system
- Monitoring the effectiveness and impact of personalized provision and interventions across the school



- Mentoring trainee Teachers and Early Career Teachers
- Overseeing Pupil Premium expenditure and impact

Qualities

The deputy headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community and wider Bourne Partnership
- Serve in the best interests of the school's pupils, staff and families
- Be intrinsically motivated, dedicated and passionate about education
- Be consistent solution driven and resilient in times of challenge
- Have the ability to think strategically whilst working operationally

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; Happiness Progress and Success for all
- 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, the code of conduct is followed consistently by all
- Ensure the school's Behaviour Blueprint is followed by all, modelling and upholding high expectations for behaviour through consistent routines and expectations
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment and engagement with learning to support attendance
- Support the Designated Safeguarding Lead with keeping all children safe from harm

Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum, including leading one core and one foundation subject



- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- 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
- Champion new initiatives in the classroom, role modelling expectations to others
- Support the Headteacher in assessing the impact of interventions across the school

Additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher, the deputy headteacher will:

- Promote a culture and practice that enables all pupils to access the curriculum
- Have ambitious 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
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#)
- Work closely with Key Stage Leaders, the SENCo and FLO to ensure that all pupils' needs are met

Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- Sustain the ethos and strategic direction of Hadlow Primary School and The Bourne Partnership together with the governing board and through consultation with the school community
- 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 duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively, including overseeing Pupil Premium expenditure and impact
- 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 school improvement strategies are effectively implemented

Staff management and Professional development

Under the direction of the headteacher, the deputy headteacher will:

- Ensure staff have access to appropriate, high-standard professional development opportunities



- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs
- Manage staff well with due attention to workload
- Performance manage Teaching Assistance, including carrying out appraisals and holding staff to account for their performance
- Mentor new Subject Leaders when necessary, including mentoring trainee teachers and early career teachers and lead a Learning Team group and
- Lead a gradual, developmental staff induction process

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, including the Bourne Partnership and Tonbridge Village Collaboration
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Build relationships with other stakeholders, including members of the local community

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 postholder may be required to do other duties appropriate to the level of the role.



Person specification: deputy headteacher

CRITERIA	QUALITIES	ESSENTIAL/DESIRABLE
Qualifications and training	Qualified teacher status	E
	Degree	E
	Evidence of appropriate professional development for the role of Deputy Headteacher	E
	Up to date safeguarding training and knowledge of legislation for the protection of young people	E
	NPQSL or NPQLT preferable	D
Experience	Successful leadership and management experience in a school	E
	Teaching experience across more than one Key Stage	E
	Involvement in school self-evaluation and development planning	E
	Demonstrable experience of successful line management and staff development	E
Skills and knowledge	Secure understanding of assessment strategies, data analysis skills, and the ability to use data to set targets and identify areas for development	E
	Understanding of high-quality teaching, and the ability to model this for others and support others to improve	E
	General understanding of school finances and financial management	E
	Effective communication and interpersonal skills	E
	Ability to communicate a vision and inspire others	E
	Ability to build effective working relationships	E



	Good organizational and prioritization skills	E
	Good understanding of the needs of all pupils	E
Personal qualities	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E
	Ability to work under pressure and prioritise effectively	E
	Commitment to maintaining confidentiality at all times	E
	Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	E
	Great interpersonal skills, relatability and emotional intelligence	E

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

Last review date April 2024.