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Headteacher: Mrs Victoria Baldwin BSc (Hons) NPQH

## **Job Description – Deputy headteacher**

*Wouldham All Saints CE 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: Leadership 11-15 (commensurate with experience)

Contract type: Permanent

Hours: Full time

Reporting to: Headteacher

### **Main purpose:**

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

- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership
- The day-to-day management and organisation of the school
- Monitoring progress towards meeting the school's aims and objectives
- Evaluating the school's performance: Identifying priorities for continuous improvement and raising of education standards; developing policies and practices
- If the headteacher is absent, the deputy headteacher will deputise, 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:

- Be an outstanding teaching with a compelling vision for delivering an exciting and engaging curriculum which is accessible to all pupils and yields excellent progress and attainment
- Have significant experience of teaching and assessment across all phases

- 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
- Serve in the best interests of the school's pupils

### **We offer:**

- A competitive salary and professional development opportunities with a pathway for career progression
- The opportunity to work with a visionary leadership team, who welcome challenge and are open to new approaches for continued and sustained school improvement
- A dedicated and supportive team including staff and Governors
- Autonomy to lead significant areas of the school
- A whole school approach to well-being for all stakeholders including staff with a range of staff support services

### **KEY DUTIES AND RESPONSIBILITIES:**

#### ***Leading, developing and enhancing teaching, curriculum and assessment***

- Establish and sustain high-quality teaching linked to evidence-based practice across all subjects and phases
- Provide a good role model for pupils and staff, through classroom practice that sets a standard for other teachers to emulate
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Promote active learning, understanding the benefit of continuous provision and purposeful play
- Leading purposeful monitoring activities with the school practice of video coaching, agreed observations, learning walks, book scrutiny, progress meetings and moderation
- Liaise with, mentor and coach middle leaders, teachers and support staff
- Support colleagues to create a stimulating learning environment for teaching and learning which is accessible to all learners
- Establish curriculum leadership, supporting subject leaders with relevant expertise and access to professional networks and communities
- Ensure teaching is underpinned by subject expertise with a broad, structured and coherent curriculum
- Effectively use formative and summative assessment to inform and plan next steps strategically
- Provide expert understanding of assessment and moderation across all year groups. Ability to analyse data to inform next steps to improve progress and attainment.

### **Management Responsibility**

- Ensure staff and pupil's safety and welfare through effective approaches to safeguarding as a deputy DSL
- Communicate the school's vision and values compellingly with a full understanding of the school's Christian foundation
- Support the school's approach to behaviour, upholding high standards of behaviour via a trauma informed and nurture approach
- Become an associate member of the Governing Body of the school, attending and contributing effectively to meetings
- Support the Headteacher and Governing Body in developing, implementing and evaluating an effective yet ambitious school development plan
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement
- Build positive and respectful relationships across the school community supporting staff and pupil well-being
- Work alongside the senior leadership team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life
- Support with appraisal and mentoring processes
- Manage staff with due attention to workload
- To help provide, administer or arrange the INSET and PPA needs of the school and staff to reflect school priorities
- Assess own areas regarding professional development needs and seek out opportunities to address these through CPDL

### **Other**

- Safeguard the health and safety of self and others in accordance with the school's Health and Safety Policy.
- Maintain lines of communication between the Leadership Team and staff
- Promote good behaviour around the school and support colleagues in promoting good behaviour

*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 and the postholder will be expected to undertake any other reasonable activity that is required under the direction of the Headteacher.*

## Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Evidence of CPDL</li> <li>• Leadership qualifications</li> </ul>	✓ ✓ ✓	✓
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years successful leadership and management experience in a primary school</li> <li>• Teaching experience in different year groups and key stages</li> <li>• Creative thinking with regard to teaching and learning</li> <li>• Leadership of significant curriculum areas</li> <li>• Management of highly effective and accurate assessment processes from EYFS to end of KS2</li> <li>• Proven impact on raising standards across a school</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Experience and understanding of the role of Governance</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Data analysis skills, with the ability to use data effectively to measure impact and plan responses</li> <li>• Understanding of effective curriculum leadership</li> <li>• Enthusiasm and/or specialism for a core subject</li> <li>• Understanding of school finances and financial management</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with all stakeholders</li> <li>• Understanding &amp; experience of SIAMS process &amp; Church of England vision for education</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓

<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> </ul>	√	
	<ul style="list-style-type: none"> <li>• Ability to work under pressure and prioritise effectively</li> </ul>	√	
	<ul style="list-style-type: none"> <li>• Problem-solving abilities</li> </ul>	√	
	<ul style="list-style-type: none"> <li>• Commitment to maintaining confidentiality at all times</li> </ul>	√	
	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul>	√	
	<ul style="list-style-type: none"> <li>• Commitment to personal professional development and career progression</li> </ul>	√	
	<ul style="list-style-type: none"> <li>• Commitment to own well-being with efficient management of work-life balance</li> </ul>	√	

**Last review date:**

**Next review date:**

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_