



# Harrietsham Church of England Primary School

## Deputy Headteacher

### Job Description

#### Vision Statement

We are a warm, welcoming and inclusive school rooted in our rural community. Like the mustard seed, we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

*"Nurtured We Flourish"*

#### Our Values

Everything that we do in school is underpinned by our core Christian values and these are the basis for all the experiences we offer our pupils:

***Love Forgiveness Fellowship***

**Job Description:** Deputy Headteacher

**Salary:** Leadership Scale L4 - L9

**Hours:** Full Time

**Contract type:** Permanent

**Reporting to:** Headteacher

**Responsible for:** The Strategic leadership of teaching and learning (including curriculum development) across the school. Deputising for the Headteacher. The Deputy Headteacher will line manage teachers.

### **Main Purpose of Job**

Share in the leadership of the school by working in partnership with the Headteacher to ensure that all children in the school receive an outstanding education, whilst ensuring that sustained school improvement occurs in the quality of teaching and learning throughout the school.

The Deputy Headteacher is responsible for the strategic leadership of teaching and learning and curriculum development across the school. The Deputy Headteacher will be a key member of the school's Senior Leadership Team.

The Deputy Headteacher will provide professional leadership and management of high-quality inclusive practice, in order to secure high quality learning for all pupils.

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards the achievement of the school's aims and objectives.

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:

- 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.
- Support the Christian vision, ethos and policies of the school which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all pupils irrespective of background, ethnicity, gender or disability.

### **Key Duties and Responsibilities**

#### **Vision and Direction**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Support the vision and strategic plan for the school and ensure it is clearly articulated, shared, understood and acted upon by all stakeholders to promote and sustain school improvement.
- Support the Headteacher in developing and implementing robust systems that provide improvement, sustainability and capacity building in the school.
- Promote an ethos and culture that promotes excellent outcomes for all pupils.

- Model high expectations for pupils and staff, underpinned by strong pedagogy and inclusive practice.
- Assist the Headteacher in motivating and inspiring stakeholders to create a strong, shared culture of learning within a nurturing and inclusive environment.
- Assist the Headteacher to build upon the school's culture and curriculum, which takes account of the richness and growing diversity of the school community.
- Write and implement coherent action plans around their area of responsibility.
- Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on pupils.
- Establish, develop and maintain excellent relationships with parents, outside agencies and the local community and convey a positive "can-do" attitude to motivate and inspire staff to secure successful outcomes of school initiatives.

### **School Culture and Behaviour**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Work alongside the Senior Leadership Team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life.
- Assist the Headteacher in building a collaborative learning culture across the school for both pupils and staff.
- Develop a positive ethos and foster a culture of continuous improvement.
- 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.
- 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.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.

### **Safeguarding and Promoting the Welfare of Pupils**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure a safe and supportive culture across the school.
- Ensure the welfare of pupils is safeguarded and promoted in line with current best practice national legislation and local authority advice.
- Co-operate and work with relevant agencies to protect children as a DSL.

### **Teaching, Curriculum and Assessment**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain consistently high-quality teaching and learning across all subjects and phases, based on evidence.
- Encourage high standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Ensure teaching is underpinned by subject expertise.

- Effectively use formative assessment and observations to inform strategy and decisions and to improve outcomes for all children.
- Ensure the teaching of a broad, structured and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Support middle leaders and teachers to reflect on practice using evidence and pupil outcomes.
- 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.
- Model effective teaching strategies through demonstrations, team teaching, and CPD where appropriate.
- Ensure that parents are well informed about the curriculum, targets and individual pupils' progress and achievement.

### **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 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.
- Alongside other members of the Senior Leadership Team, work with the Headteacher and Governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.

### **Organisational Management and School Improvement**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain the school's ethos and strategic direction 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.
- Manage staff with due attention to workload.
- 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 that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented.
- Assist the Headteacher in recruiting, retaining and deploying staff effectively in the school.
- Manage and organise the environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Ensure policy is put into practice.
- To liaise closely with the Headteacher to provide up to date information regarding all teaching and learning matters.

## Harrietsham Church of England Primary School

- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective.
- Support in daily operational leadership: timetabling, cover arrangements etc.

### **Professional Development**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities which are aligned with school priorities.
- Identify training needs for staff and how to meet these needs.
- Lead INSET for staff.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet needs.
- Support performance management through clear goals and professional dialogue.
- Encourage reflective practice and continuous improvement.

### **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.
- Prepare and review information the Governing Body is required to publish.
- 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.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.
- Assist the Headteacher to create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich its value to the wider community.

### **Other Areas of Responsibility**

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.

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

Harrietsham Church of England Primary School is committed to safeguarding and promoting the welfare of children. Any appointment will be subject to a satisfactory enhanced DBS, barred list check and references.

## Harrietsham Church of England Primary School

Harrietsham Church of England 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.

Headteacher: \_\_\_\_\_

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

Postholder: \_\_\_\_\_

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