



Ospringe CE Primary School
Job Description: Deputy Headteacher



Post Title:	Deputy Headteacher	Pay Scale:	Leadership
Responsible to:	Amanda Ralph - Headteacher	FTE:	1.0

Details of role

PURPOSE:

The core purpose of the Deputy Headteacher is to assist the Headteacher in providing professional leadership and management for our school. The School will expect the Deputy Headteacher to lead by personal example in demonstrating a full and professional commitment to excellence in primary education.

The Deputy Headteacher will work in close partnership with the Headteacher to model and communicate the school's values and vision. The Deputy Headteacher, in addition to carrying out the professional duties of a teacher, must, under the overall direction of the Headteacher, play a major role in:

- driving the strategic leadership, empowering all pupils, staff and themselves to grow and flourish
- supporting the aims and objectives of the school
- establishing the policies through which they are to be achieved
- managing staff and resources to that end
- monitoring progress towards their achievement

The jobholder will carry out the duties of a Deputy Headteacher as set out in the current edition of the School Teachers' Pay and Conditions Document and will be required to deputise for the Headteacher in her absence.

The specific accountabilities of Deputy Headteacher are as follows:

PROFESSIONAL CONDUCT

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
- Take responsibility for their own continued professional development, engaging critically with educational research
- Help to create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life

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- 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
- Demonstrate excellence as a classroom practitioner

STRATEGIC

- Support the Headteacher in developing and communicating a clear strategic vision of how to develop and maintain the school successfully
- Have a deep understanding of research-based pedagogy
- Implement accurate performance indicators for pupils and staff and hold everybody accountable for them
- Have an up-to-date understanding of Ofsted requirements and ensure the effective and rigorous self-review framework is embedded within the school
- Support the Headteacher in developing and communicating a clear strategic Christian vision of how to develop and maintain the school successfully
- Lead on designated sections of the school development plan
- Fulfil the role of a deputy designated safeguarding lead
- Support the Headteacher in managing the school effectively and ensuring the successful implementation of change, and deputise in their absence
- To work collaboratively with the Headteacher, Senior Leadership Team, Governors, Diocese, Local Authority and other stakeholders

TEACHING, CURRICULUM AND ASSESSMENT

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

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- 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
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

ADDITIONAL AND SPECIAL EDUCATIONAL NEEDS (SEN) AND DISABILITIES

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

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- Promote a culture and practice that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities

ORGANISATIONAL MANAGEMENT AND SCHOOL IMPROVEMENT

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

- Establish and sustain the school's ethos and strategic direction
- 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 a duty of care
- Manage staff well with due attention to workload
- 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

PROFESSIONAL DEVELOPMENT

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

- 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 their own needs

GOVERNANCE, ACCOUNTABILITY AND WORKING IN PARTNERSHIP

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

- Understand and welcome the role of effective governance
- 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

It is understood that areas of responsibility are from time to time, subject to review and are negotiable in the light of the needs of the school and the professional development of the staff. This job description may be amended at any time after discussion with you, but in any case will be reviewed annually in September.

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Your job description is intended as a reference document that identifies your main responsibilities and activities.			
Signed:		Date:	
Signed Headteacher:		Date:	

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