



Egerton Church of England Primary School

Together, we inspire, nurture and thrive.

Job description: Deputy Headteacher

Egerton 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.

Role: Deputy Headteacher

School: Egerton Church of England Primary School (Ashford)

Contract: Full time

Salary: Leadership scale 1- 5 (£51,773 - £57,137)

School type: One form entry, Church of England Primary School (VC)

Core Purpose and accountability

Work in partnership with the Headteacher to shape, promote and live out the Christian ethos and culture of the school, embedding its vision and values across the whole community and fostering a teaching and learning environment in which both staff and pupils are empowered to thrive.

The Deputy Headteacher, alongside fulfilling the professional responsibilities of a class teacher, will, under the overall direction of the Headteacher, play a key strategic role in:

- Providing strategic leadership that enables all pupils, staff and themselves to flourish.
- Supporting 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

The postholder 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.

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
- Work alongside the senior leadership team (SLT) and other staff members 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
- Ensure a culture of staff professionalism

Perseverance **Compassion** **Respect** **Honesty** **Forgiveness** **Hope**

- 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

The deputy Headteacher will:

- Support the Headteacher in shaping and articulating a clear strategic vision for the school's ongoing development and success
- Demonstrate a strong understanding of research-informed pedagogy
- Establish and monitor robust performance indicators for pupils and staff, ensuring accountability at all levels
- Maintain an up-to-date knowledge of Ofsted requirements and embed a rigorous, effective self-evaluation framework across the school
- Support the Headteacher in developing and communicating a clear strategic Christian vision for the school's growth and sustainability
- Lead on identified priorities within the school development plan
- Undertake the responsibilities of a Deputy Designated Safeguarding Lead
- Assist the Headteacher in the effective management of the school, including leading change initiatives and deputising in her absence
- Work collaboratively with the Headteacher, Senior Leadership Team, Governors, Diocese, Local Authority and wider 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
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- Promote a culture and practices that enables all pupils to access the curriculum
- Contribute to an ethos of 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
- Support colleagues to make sure the school fulfils statutory duties regarding the SEND code of practice.

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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

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

Governance, accountability and working in partnership

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

- Recognise and value the importance 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

Please note that this job description reflects the general nature and level of responsibility of the role and is not an exhaustive list of all duties the Deputy Headteacher may be required to undertake. The postholder will be expected to carry out any reasonable duties as directed by the Headteacher, commensurate with the level of the role.

This job description may be amended at any time in consultation with the postholder and will be subject to annual review.