

# Job Description and Person Specification

## Deputy Headteacher



GRADE:	Leadership Pay Scale, L10 to L14 (£49,937 to £55,064)
RESPONSIBLE TO:	Headteacher
HOURS:	32.5 hours per week, full-time

### PURPOSE OF THE JOB

To work in close partnership with the Headteacher to model and translate high commitment to the shared vision and direction of Bridge & Patricbourne CEP School; be a leader, be responsible for the management and co-ordination of staff development, and to deputise for the Headteacher in his absence.

### ACCOUNTABILITIES

#### MANAGING TEACHING & LEARNING

- To assist the Headteacher with an ongoing cycle of monitoring teaching and learning to ensure that all this is at a good/outstanding level
- Provide support for colleagues in improving their classroom practice
- Support the governing body in meeting its responsibility to account for the performance of the school
- Support staff in understanding their own accountability, and develop approaches to its review and evaluation
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary

#### LEADING PEOPLE

- To liaise with the Headteacher to ensure a consistent approach, use and development of assessment for learning and developmental marking.
- Promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account
- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement
- To act as an appraiser for teaching and support staff.
- To deputise for the Headteacher in his absence.

#### LEADING AND MANAGING POLICY AND PLANNING

- To manage the implementation of the school's behaviour policy and organise training for any staff group as necessary
- To manage and review curriculum initiatives and develop systems for measuring their impact.
- To assist the Headteacher in developing recording and reporting systems
- To assist the Headteacher and wider leadership team with self-evaluation and improvement planning.
- To coordinate cover across the school
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in the school
- Develop action plans in specified areas of responsibility, in order to bring about improvements

## PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

## QUALIFICATIONS

- Qualified Teacher Status
- Willingness to study for the NPQH

## PERSONAL ATTRIBUTES

- Value all children and committed to the development of the whole child
- Able to relate well to pupils, staff and parents and care about their individual needs
- Able to adapt to change in circumstances and new ideas in a creative and positive manner
- Able to deal with sensitive issues in a professional manner
- Has high standards of self and others
- A good sense of humour!

## KNOWLEDGE & EXPERIENCE

- Varied experience and understanding of teaching and learning in more than one Key Stage
- Previous experience in a senior or middle leader role in a primary school
- Experience of data analysis
- Experience of coaching and mentoring
- Responsibility for developing, monitoring and evaluating an aspect of school provision
- Experience of leading and managing people
- Experience of contributing to self-evaluation and school improvement
- Experience of leading training and other staff development activities, including performance management
- Experience of working with governors, parents and the wider community

## SKILLS & ABILITIES

- Ability to manage change and empowering individuals and the wider school team
- Work collaboratively with others, within and beyond the school to build an open, fair and equitable learning culture
- Manage own workload and work of individuals and teams effectively providing support where necessary and delegation where appropriate
- Recognise and celebrate the achievements of individuals and teams
- Demonstrate emotional intelligence, impact and presence, commitment, integrity and enthusiasm
- Use a range of evidence, including performance data and external evaluations to improve aspects of school life, including challenging poor performance;
- Work with all groups within the community to further improve outcomes for the school and all its pupils;
- Enhance the value of the school to the wider community, and involve that community in enriching the learning experiences of pupils;
- Demonstrate emotional resilience in working with challenging behaviours; attitudes to use of authority and maintaining discipline;
- Understand and commit to promoting and safeguarding the welfare of the children.

**The content of this job description provides an outline of the post only and is subject to annual review following consultation with the post holder.**