



# Wouldham All Saints Church of England Primary School

Worrall Drive, Wouldham, Rochester, Kent, ME1 3GE  
☎: 01634 861434 Email: office@wouldham.kent.sch.uk

Headteacher : *Mr Carl Fitter B-Ed(Hons) NPQH*

## Job Description – Deputy Headteacher

**Date : February 2019**

Responsible to the Head teacher.

### **Purpose:**

*To support the Headteacher and Governors with the strategic leadership and development of the school.*

*To deputise for the Headteacher during any period of their absence, as directed by the Governing Body. 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).*

*To support the efficient organisation of the school with due regard for ensuring effective, high quality education for all pupils and achieving this through:*

*Formulating aims and objectives for specific areas;*

*Establishing policies in order to achieve these aims and objectives;*

*Manage staff and resources to that end;*

*Monitor, evaluate and review progress in the above and report to the Headteacher and Governing Body as appropriate.*

### **Responsibilities :**

1. To deputise for the Headteacher during any period of their absence, as directed by the Governing Body. 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)
2. Support the day-to-day management of the school
3. Communicate the school's vision and values compellingly with a full understanding of the school's Christian foundation
4. Lead by example, focusing on providing outstanding education for all pupils
5. Ensure highest possible outcomes are achieved by pupils; supporting staff in this high ambition and holding to account for impact
6. Support the Headteacher and Governing Body in developing, implementing and evaluating an effective yet ambitious school development plan
7. Build effective relationships with all members of the school community, showing positive attitudes at all times

Deputy Headteacher

8. Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and maintaining exemplary behaviour
9. Hold all staff to account for their professional conduct and practice
10. Work with political and financial astuteness, translating policy into the school's context
11. Seek and complete appropriate continuing professional development to further enhance skills, knowledge and practice

### **Specific Responsibilities:**

1. Ensure consistency in assessment across the school, evaluating standards of achievement and analysing data points both formatively and summatively.
2. Support teaching staff in high quality assessment practices leading to positive impact in pupil outcomes
3. Lead on developing outstanding provision for all through review and development of curriculum and wider opportunities including effective distribution of leadership to ensure all areas have appropriate monitoring and evaluation
4. Lead a core area of the school curriculum
5. Evaluate, review and enhance equality of provision and achievement for all pupils with specific focus on pupils entitled to Pupil Premium funding and any referenced as 'looked after'
6. Become an associate member of the Governing Body of the school, attending and contributing effectively to meetings
7. Lead a 'school family' of classes to ensure high expectation and consistency is achieved as well as making sure provision and opportunity is wide and balanced. Deploy staff and resources to maximise learning across the family to achieve this aim
8. Line manage some support staff as delegated by the Headteacher
9. Contribute to the management and organisation of staff development.
10. Lead and develop high quality worship

### **Other Duties:**

The Deputy Headteacher will be required to safeguard and promote the welfare of children and be fully compliant with the school's policies and staff code of conduct. Demonstrate high standards in the use and development of ICT across the school.

*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.*