

**The Gateway Primary Academy**

**Job Description: Deputy Head**

**Pay Scale: Leadership scale L4 - L8**

**Responsible to**: **The Headteacher**

**The leader is required to carry out the duties of a teacher as set out in the School Teachers Pay and Conditions document and the Teachers’ Standards.**

**Overall Responsibilities**

* Work with the Headteacher and governing body to ensure that the school meets its statutory duties
* Take an active role in working with middle leaders to monitor pupil attainment and progress across the school
* To lead, manage and maintain high quality teaching and learning which enables excellent learning outcomes for all pupils
* To coach and mentor both teaching and support staff and model effective practice
* Support the daily management of the school including class cover, assemblies, lunchtime cover and other duties from time to time
* Take a role in the Safeguarding of pupils
* Play a full part in the life of the school

**Key Accountabilities:**

* Work with the Headteacher and Senior Leaders to formulate and deliver the strategic vision for the school
* To monitor the standards of attainment for all pupils and where necessary offer support and guidance
* To act as an appraiser for Performance Management of teaching staff and work alongside the Headteacher in carrying out threshold assessments
* Work with the Headteacher and Governors to annually evaluate and review the SEF and SIP
* Collect and analyse data and use the outcomes to contribute to school improvement planning
* Monitor the attainment and progress of all pupils especially vulnerable groups and contribute to pupil progress meetings
* Work with the Headteacher to effectively target resources, including staff, to maximise the progress of individual pupils
* Provide advice and feedback to staff
* Provide staff training

**In addition:**

* To undertake the professional duties of the Headteacher in his absence
* Contribute significantly to implementing workplace policies and practice and to promoting collective responsibility for their implementation
* Lead by example in following the school’s aims, values and ethos
* Promote collaboration and work effectively as a team member
* To have a shared responsibility for ensuring staff well-being
* Maintain the necessary depth of knowledge and experience to be able to give advice on the development and well-being of children and young people
* Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback
* Keep up to date with new developments through personal reading and attendance at local forums and briefings
* Be an outstanding teacher, with class and subject responsibilities
* Attend any relevant training, taking responsibility for own professional development

**All teachers at The Gateway are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher’s career.**

*Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:*

* *Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position*
* *Having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions*
* *Showing tolerance of and respect for the rights of others*
* *Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs*
* *Ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.*

*Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.*

**Safeguarding**

The Gateway Primary Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this commitment. **The successful candidate will be subject to Disclosure and Barring Service checks alongside all other relevant employment checks.**

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**Person Specification**

**Deputy Head Teacher**

Candidates will be shortlisted against the following specification:

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| **Category** | **Essential** | **Desirable** |
| Qualifications and training | * Qualified Teacher Status
* Evidence of on-going professional development
 | * Leadership / Post graduate qualification
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| Experience | * Proven experience in meeting all the Teachers’ Standards
* A minimum of 5 years teaching experience
* Experience of subject leadership
* Experience of teaching pupils with SEN
* Managing people and resources across the school
* Evidence of monitoring and evaluating impact of school improvement
* Analyse data and identify next steps
 | * Successful teaching across the Primary Phase (KS1 and KS2)
* Evidence of raising standards through subject or phase leadership
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| Knowledge, skills and Understanding | * Ability to coach and mentor others
* An understanding of the requirements of the National Curriculum
* A secure knowledge of a range of teaching strategies to ensure the progress of all pupils
* A secure understanding of strategies to manage pupils’ behaviour
 | * An understanding of the needs of pupils with a range of special needs and disabilities and effective strategies to overcome barriers to learning
* Up to date knowledge of Educational Research
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| Personal Attributes | * Team player
* A positive can do attitude
* Effective administrative and organisational skills
* Good communicator to a wide range of audiences
* Self-motivated and the ability to motivate others
* Flexible
* Loyal and committed to the success of the school
* Committed to own professional development
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