

Chevening (St. Botolph’s) Church of England (Aided) Primary School

Job Description: Deputy Headteacher

This appointment is with the Governing Body of the School under the terms of the National Society contract signed with the Governors as employers. It is subject to the current conditions of employment of Deputy Headteachers, contained in the School Teachers’ Pay and Conditions document, other current educational and employment legislation, relevant teacher and Headteacher standards and the School’s mission statement.

JOB TITLE: **Deputy Headteacher**

ACCOUNTABLE TO: **The Headteacher**

MAIN PURPOSE: To work with the Headteacher in creating, inspiring and embodying the Christian ethos and culture of this Church School, securing its Mission Statement with all members of the School community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.

**To this end, the Deputy Headteacher will:**

* Maintain the Christian ethos
* Undertake the normal responsibilities of a class teacher
* Be a member of the Senior Leadership Team
* Assist the Headteacher in leading and managing the School
* Ensure the efficient organisation, management and supervision of School routines
* Promote an attractive environment which celebrates and stimulates learning, enhancing the appearance of the School.
* Support and represent the Headteacher at meetings as and when required
* Undertake the professional duties of the Headteacher during her absence
* Undertake such duties as are delegated by the Headteacher
* Play a major role under the overall vision and direction of the Headteacher in formulating and reviewing the Mission Statement, School Improvement Plan, aims and objectives of the School by:
* Establishing the policies through which they shall be achieved
* Assisting the Headteacher in maintaining and developing further the caring ethos of the School and nurture the relationships between pupils, staff, parents, governors, the parish and the wider community
* Ensuring that all policies contribute to the fulfilment of the Mission Statement
* Managing staff and resources to that end
* Monitoring progress towards their achievement.

**Main tasks:**

The specific nature and balance of these responsibilities will vary according to the developing needs of the School. It is likely that the Deputy Headteacher will be a Deputy Designated Safeguarding Lead and will also lead on a Core Subject (probably Maths) and one or two main projects at any one time. These will draw on the candidates’ individual strengths and might encompass for example assessment, curriculum, communication, co-curricular offer and as otherwise delegated by the Headteacher.

#### Strategic direction and development of the School

* Working with the Headteacher to contribute to a strategic view for the School and its community and analyse and plan for its future needs and further development within the local, national and international context.
* Acting as a “sounding board” and “critical friend” to the Headteacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher and Governing Body.

#### Teaching and learning

* Providing an example of excellence as the leading classroom practitioner and inspiring and motivating other staff.
* Working with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the School; ensuring all our children feel safe, included and fully engaged with their learning.
* Monitor and evaluate the quality of teaching and standards of pupil’s achievement, and use benchmarks and set targets for improvement.

#### Leading and Managing Staff

* Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development.
* To support staff to maximise their contribution to raising achievement and be an appraiser for staff.
* Effectively deploying people and resources to meet specific objectives in line with the School’s plans
* Lead professional development through INSET and by example
* Work with Headteacher to ensure positive staff participation, effective communication and procedures
* To contribute to staff development policies in relation to:
* The induction of new and newly qualified teachers and other staff into a Church School
* The provision of professional advice and support and the identification of training needs
* Students under training/work experience

**Curriculum Development**

To make a major contribution and assume the leadership of some aspects of

* The bespoke development, organisation and implementation of the School’s curriculum
* Ensuring consistency across School policies on curriculum, teaching and learning styles, assessment, recording and reporting
* Ensuring that the learning through the primary years provides a co-ordinated, coherent curriculum entitlement for all individuals
* Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid Governors in their future management of the School
* Ensuring that the individual pupil’s continuity of learning and effective progression of achievement are provided
* The promotion of co-curricular activities in accordance with the educational aims of the School

**Pupil care**

To contribute to:

* The development, organisation and implementation of the School’s policy for the spiritual, moral, social and cultural development of pupils and their personal and health education within a Christian context, including pastoral care and guidance
* The effective induction of pupils
* The promotion among pupils of high standards of conduct and a proper regard for their responsibilities as a member of the School and wider community
* The development among pupils of self-discipline
* The handling of individual disciplinary cases

**Relationships and communication**

* To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and providing reports.
* To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children’s education.
* To help to promote a vision of a Church School demonstrating its Christian values in the local community.
* To collaborate with the Church and other agencies in providing for the development and well-being of the whole child.
* To assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
* Seek opportunities to invite parents/ carers, members of the Church family, community, business or other organisations into the School to enhance and enrich the School and its value to the wider community.
* To develop and maintain positive links and relationships with the community, local organisations and employers.
* To promote a positive image of the School.
* To assist in ensuring that the School plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.

***The applicant will be required to safeguard and promote the welfare of children and young people.***

*This job description forms part of the contract of the National Society employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions Document as they relate to Deputy Headteachers.*