



# Cygnus Academies Trust

## Job Description: Deputy Head

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**School:** Westgate Primary School

**Grade:** L6 – L10 (depending on experience)

**Responsible to:** Headteacher

### **Purpose of the Job:**

The Deputy Head, under the direction of the Headteacher, will take a major role in:

- Formulating 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
- Ensuring that we can be the best we can be.

If the Headteacher is absent, the Deputy Head will deputise, as directed by the governing board and Trust.

<b>Leadership and Management Strategic Direction and Development of the school</b>
<p>To work with the Headteacher to:</p> <ul style="list-style-type: none"><li>• shape a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement and well-being.</li><li>• set aims and objectives for the school and formulate the School Improvement Plan along with the governors and other senior staff.</li><li>• develop and monitor policy and practice</li><li>• participate in school self-review and evaluation and in the effective planning and management of resources to secure improvements.</li><li>• establish and sustain the school's ethos and strategic direction together with the Trust and Local governing board and through consultation with the school community</li><li>• establish and oversee systems, processes and policies so that the school can operate effectively</li><li>• ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care</li><li>• manage staff well, with due attention to workload</li><li>• identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context</li></ul>

<p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Be an 'outstanding' role model and act as a leading classroom practitioner, inspiring and motivating other staff.</li> <li>• Work with the Senior Leadership Team and Headteacher to sustain high expectations and outstanding practice in teaching and learning throughout the school.</li> <li>• Monitor and evaluate the quality of teaching and standards of pupils' achievement and use benchmarks and set targets for school improvement.</li> <li>• Ensure all pupils and their well-being are cared for.</li> <li>• Establish and sustain high-quality teaching across all subjects and phases, and provide support where necessary.</li> <li>• Ensure teaching is underpinned by subject expertise.</li> <li>• Effectively use formative assessment to inform strategy and decisions</li> <li>• Support others to ensure the teaching of a broad, structured and coherent curriculum</li> </ul>
<p><b>Duties and responsibilities, including school culture and behaviour</b></p> <p>Under the direction of the Headteacher, the Deputy Head will:</p> <ul style="list-style-type: none"> <li>• Create a culture where pupils experience a positive and enriching school life</li> <li>• Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life</li> <li>• Ensure a culture of staff professionalism</li> <li>• 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</li> <li>• Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy</li> </ul>
<p><b>Leading and Managing staff</b></p> <ul style="list-style-type: none"> <li>• Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement, including his/her own continual professional development.</li> <li>• To be an exemplar of all school policies and practices.</li> <li>• To support the Headteacher in conducting the Performance Management of all staff.</li> <li>• Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.</li> </ul>
<p><b>Additional and special educational needs (SEN) and disabilities</b></p> <p>Under the direction of the Headteacher, the Deputy Head will support the SENCO to:</p> <ul style="list-style-type: none"> <li>• Promote a culture and practices that enables all pupils to access the curriculum</li> <li>• Have ambitious expectations for all pupils with SEN and disabilities</li> <li>• Make sure that the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate</li> <li>• Make sure the school fulfils statutory duties regarding the <a href="#">SEND Code of Practice</a>.</li> </ul>
<p><b>Deploying staff and resources</b></p> <ul style="list-style-type: none"> <li>• In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively i.e. timetables, deployment of staff.</li> <li>• To participate in recruitment and selection, as agreed by the Headteacher.</li> </ul>
<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• Supporting the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.</li> </ul>

- Promote and protect the health and safety welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

**Specific Responsibilities**

- Deputise for the Headteacher in their absence.
- Play a major role in the day-to-day running of the school, attending daily and weekly meetings, and leading them as required.
- Contribute to a positive ethos for learning and well-being
- Be responsible for Pupil Premium children across the school, ensure progress, well-being, and monitor and promote progress across all vulnerable groups.
- Provide an exciting, stimulating and creative curriculum.
- Lead on assessment with a particular focus on PIXL programme.
- Promote the values and achievements of the school to the community.
- Support the Headteacher and Governors in monitoring.
- To lead whole school assemblies when required.
- Undertake such reasonable activities that the Headteacher and governors may from time to time require.

**General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- To safeguard and promote the welfare of children and young people and expect all staff and volunteers to share in this commitment.
- 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

This job description may be amended at any time in consultation with the postholder.

**Line manager's signature:**

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**Date:**

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**Employee's signature:**

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**Date:**

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# Cygnus Academies Trust

## Person Specification: Deputy Head

The following table 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 each of these criteria.

	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent</li> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further study e.g. NPQ qualifications or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Varied experience and understanding of teaching and learning across primary years</li> <li>• Previous recent experience as a senior leader in an infant, junior or primary school</li> <li>• Experience of data analysis</li> <li>• Responsibility for developing, monitoring and evaluating an aspect of school provision</li> <li>• Experience of leading and managing people and holding staff to account</li> <li>• Experience of contributing to self-evaluation and school improvement</li> <li>• Experience of leading training and other staff development activities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching in more than one key stage</li> <li>• Experience of working in at least two schools</li> <li>• Experience of coaching and mentoring</li> <li>• Experience of working with governors, parents and the wider community</li> <li>• Experience of managing change in schools</li> <li>• Experience as safeguarding lead or senior designated professional</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Extensive understanding and expertise in assessment, tracking, recording and reporting</li> <li>• A proven track record as an outstanding teacher</li> <li>• Knowledge and experience of how the effective use of data and target setting can raise standards</li> <li>• Thorough knowledge of the curriculum and assessment from EYFS to KS2</li> <li>• In-depth knowledge of curriculum development and effective pedagogy</li> <li>• A developing understanding of strategies for school improvement</li> <li>• Up-to-date knowledge and understanding of current educational issues</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of subject leadership of either English or Mathematics</li> <li>• Knowledge of analyse school performance/ school performance documentation</li> <li>• Thorough knowledge of the curriculum for EYFS and Key Stage 1</li> </ul>

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to positively influence others</li> <li>• Ability to motivate, lead and manage people to work both individually and in teams</li> <li>• Ability to implement change and plan strategically</li> <li>• Outstanding communication skills, with a range of audiences both orally and in writing</li> <li>• Understanding analysis and interpretation of school performance data</li> <li>• Excellent ICT skills</li> <li>• Ability to prioritise, work under pressure and meet deadlines</li> <li>• Effective administrative and organisational skills</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Child-focused: value all children and be committed to the development of the whole child</li> <li>• Good judgement</li> <li>• Optimism, energy and enthusiasm</li> <li>• Integrity and loyalty</li> <li>• A good sense of humour</li> <li>• Committed to creative, cross-curricular, mixed-ability teaching</li> <li>• Relates well to pupils, staff and parents /carers about their individual needs</li> <li>• Able to adapt to changing circumstances and new ideas in a positive and creative manner</li> <li>• Able to take and communicate difficult decisions and deal with sensitive issues in a professional manner</li> <li>• Takes responsibility and leads by example</li> <li>• Flexible and willing to undertake any job in school in an emergency</li> <li>• Has high standards of self and others</li> </ul>	