



Egerton Church of England Primary School

Together, we inspire, nurture and thrive.

Job Description:	Deputy Head
School:	Egerton Church of England Primary School
Salary Range:	Leadership Scale 1-4 £42,195 - £46,500
Responsible to:	Headteacher

Core Purpose and accountability

To work in partnership with the Headteacher in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its vision and values with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.

Main Areas of Responsibility

Strategic Leadership:

- In partnership with the Headteacher, produce, implement, monitor and review the School Improvement Plan to address school improvement priorities as well as lead the school in the policies and practices of continuous school improvement and staff development.
- Constantly seek and implement strategies which will bring about that improvement.
- Support the development of our Christian ethos as a church primary school, including the spiritual development of pupils and the school's role in the community.
- Support and secure the commitment of others to the vision, ethos, direction and policies of the school in order to secure school improvement.
- Promote the aims of the school and seek to provide the best possible education for all children, including those with Special Educational Needs, within the context of an inclusive and caring community.
- Build positive and effective relationships with all stakeholders.

As Deputy Head:

- Undertake the professional duties of the Deputy Headteacher reasonably delegated to you by the Headteacher.
- Undertake, as necessary, the full range of professional duties of the Headteacher in the event of her absence from school.
- Undertake the role of Deputy Designated Safeguarding Lead (DDSL) for Safeguarding.

Teaching and Learning:

- Lead by example as a classroom teacher (as set out in the current School Teachers' Pay and Conditions Document), maintaining the highest standards of teaching and learning.
- Demonstrate sound organisation and practice in line with school policy ensuring that pupils are engaged in safe, high quality learning activities in an environment that is designed to promote enjoyment and excitement in learning, and enables them to learn effectively.
- Provide professional leadership and management of Teaching and Learning throughout the school.

Perseverance Compassion Respect Honesty Forgiveness Hope

- Work with the Headteacher to accurately evaluate the quality of teaching via a range of monitoring activities including lesson observations, work and planning scrutiny, data analysis, pupil voice and staff appraisal.
- Support the Headteacher in determining, organising and implementing the curriculum and the assessment of it; monitor and evaluate its implementation in order to identify and act on areas for improvement.
- Support the Headteacher in identifying and planning appropriate INSET for all staff. Lead groups of staff in development activities and evaluate outcomes.
- Closely monitor pupil progress and provide advice and support for staff so that they are able to swiftly address pupils' barriers to learning.
- Work collaboratively with parents and carers and across multiple agencies for the well-being of all children.
- Take the lead in the day to day positive behaviour management of all pupils in school. Celebrate achievement so that pupils' morale and self-esteem are high.

Leadership and Management:

- Undertake the role of Deputy DSL within the school; work proactively to ensure all safeguarding matters are effectively managed.
- Take responsibility for several major areas of school management.
- Lead other staff members in effective School Self Evaluation; ensure that the Headteacher and governors are well informed about policies, plans and priorities, success in meeting objectives and targets, and any future development needs.
- Lead other staff members in developing positive working relationships with and between all stakeholders at Egerton C of E Primary School.
- Maintain high staff morale and set an example of professional standards and leadership.
- Support the performance management (appraisal) process as required and use this process to develop others (as well as to develop your own effectiveness as a teacher and leader).
- Provide support to newly qualified teachers, supply teachers, teachers and teaching assistants who may be new to the school.
- Make arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims.

Effective deployment of staff and resources:

- Support the Headteacher in the deployment of staff and support those staff in their duties.
- Work with the Headteacher in establishing priorities for expenditure, and in monitoring the effectiveness of spending and usage of resources.

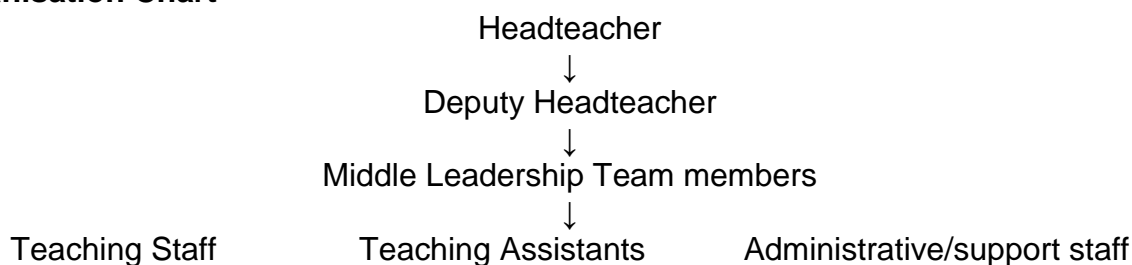
General:

- Take on specific tasks related to the day to day administration and organisation of the school as requested by the Headteacher.
- Engage with appropriate training opportunities to promote professional effectiveness in this role.

This job description will be reviewed at least annually as part of your Performance Management (appraisal) programme. The Deputy Headteacher will have access to a

range of professional development activities, such as conferences, support groups and appropriate training courses.

Organisation Chart



Supervision

The jobholder is managed by the Headteacher. The frequency of meetings is determined by the School's performance management policies and practice.

Job Context

The jobholder is one of a team of teachers and assistants who support the learning of children. Flexibility of all staff is important in order to meet the varied needs of children.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Kent County Council's pre-employment checks.

Equality and Diversity

At Egerton Church of England Primary School, we acknowledge our statutory duty to eliminate unlawful discrimination on grounds of disability. We promote equality of opportunity and good disability relations. We aim to make 'reasonable adjustments' to working conditions or the workplace to overcome the practical effects of a disability. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.