

*'...those who hope in the LORD will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.' Isaiah 40:31*

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## JOB DESCRIPTION

<b>SCHOOL:</b>	Archbishop Courtenay Primary School
<b>JOB TITLE</b>	Deputy Headteacher
<b>SALARY/ SPOT POINT</b>	Leadership Spine range (Equivalent to L6 to L10)
<b>REPORTS TO</b>	Headteacher
<b>DATE</b>	1 <sup>st</sup> September 2021

The Deputy Headteacher will work under the guidance of the Headteacher, to continue to implement the school's development plan.

The Deputy Headteacher will work closely with the Headteacher to ensure excellence in Teaching and Learning and also to take responsibility when the Headteacher is off site.

The Deputy Headteacher will work under the guidance of the Headteacher to continue to lead the school's self-evaluation and review and implement the school development plan.

The Deputy Headteacher is expected to review performance, raise expectations and work closely with staff, parents, governors and Academy Sponsor.

A focus of this post will be:

- To develop leadership capacity within the school, taking responsibility for development and coaching of middle leaders
- To secure excellent teaching through an understanding of how pupils learn and of the core features of successful classroom practise.
- To work with the HT to monitor and evaluate pupil achievement and attainment throughout the school.
- To support subject leaders in the development of the curriculum.
- Safeguarding pupils and developing their exemplary behaviour in school.
- The promotion of high-quality pastoral care for pupils, the management of behaviour and making links with parents by working closely with the Family Liaison Officer
- Manage and monitor the effectiveness of teaching assistants to develop support, resulting in improving achievement of pupils

There is an expectation that the Deputy Headteacher will work closely with the Headteacher to lead on the promotion of the Christian ethos of the school, maintaining a culture that promotes excellence, equality and high expectations of all pupils within a strong Christian setting.

The Deputy Headteacher is required to carry out the duties as set out in Part ix of the School Teachers' Pay and Conditions Document, Teaching Standards, in order to support the Headteacher.

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- Demonstrate the vision and values in everyday work and practice, including demonstrating outstanding teaching
- Motivate and work with others to create a shared culture and positive climate
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community at large
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning with the Headteacher and other senior leaders.
- Demonstrate and articulate high expectations setting aspirational targets for the whole school community
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Developing Self and Working with Others. Treat people fairly, equitably, with dignity and respect, further developing our positive school culture
- There will be an expectation for the Deputy Headteacher to regularly review own practice, set personal targets and take responsibility for own personal development and to manage own workload and that of others to allow an appropriate work/life balance.
- Assist with the management of the organisation structure that reflects the school's value enabling the management systems, structures and processes to work effectively within legal requirements; this will require the Deputy Headteacher to liaise and co-operate with the officers of Local Authority/ Academy Sponsor, reporting as required and seeking advice when necessary.
- Engage with the whole school community to secure quality provision for all and collaborate with other schools in order to share expertise and bring positive benefits to this school and other partnership schools.
- The Deputy Headteacher will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher and/or the Governing Body/ Local Authority and Academy Sponsors.
- Ensure the implementation of a policy for the pastoral care of the pupils, ensuring an acceptable standard of behaviour and attendance of pupils.