



## Deputy Headteacher

<b>School:</b>	Temple Hill Primary Academy
<b>Salary:</b>	Leadership scale
<b>Contract type:</b>	Full Time Role
<b>Reporting to:</b>	Head of School

### Main purpose

The Deputy Headteacher, under the direction of the Head of School and in partnership with the existing Deputy Headteacher, will take a key role in:

- Supporting 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
- Taking responsibility for curriculum throughout the school.

The Deputy Headteacher will have delegated responsibilities, which are both schoolwide and within The Galaxy Trust. This will be in addition to carrying out the professional duties of a teacher. The Deputy Headteacher will promote and support the vision and direction of Temple Hill Primary Academy, playing a significant role, under the direction of the Head of School. If the Head of School is absent, the Deputy Headteacher will deputise, as directed by the Trust Leadership Team. In the absence of the Head of School, the Deputy Headteacher will also be expected to fulfil the professional responsibilities of the Head of School, as set out in the School Teachers' Pay and Conditions Document (STPCD).

### Qualities

The Deputy Headteacher will:

- 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

As Deputy Headteacher you are to carry out the duties of a school teacher as set out in the Pay and Conditions Document 2020 and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Head of School, safeguarding and the accountabilities expected of class teachers.

## **Duties and responsibilities**

### **School culture and behaviour**

Under the direction of the Head of School, the Deputy Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- 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
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

### **Teaching, curriculum, and assessment**

Under the direction of the Head of School, the Deputy Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment for whole school to inform strategy and decisions
- Ensure the teaching of a broad, structured, and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable, and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- Work collaboratively with schools within The Galaxy Trust to share best practice and systems
- Support the growth of our whole school planning, teaching and assessment system 'CurricuColour'
- Analyse assessment data from a variety of sources to inform whole school planning and resourcing.
- Present assessment data to a range of stakeholders.
- Evaluate analysis of data to identify barriers to learning and suggest ways to address these.
- Monitor the progress of pupils throughout the year, identifying gaps and any underachievement (through book scrutiny, planning checks, observation, discussion with pupils etc).
- Organise Pupil progress meetings and evaluate outcomes.
- Co-ordinate informal and formal assessment arrangements.

### **Additional and special educational needs (SEN) and disabilities**

Under the direction of the Head of School, the Deputy Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities

- Make sure the school works effectively with parents, carers, and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

### **Organisational management and school improvement**

Under the direction of the Head of School, the Deputy Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the Local Governing Body and Trustees, and through consultation with the school community
- Establish and oversee systems, processes, and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing, and mitigating risk
- Allocate financial resources appropriately, efficiently, and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

### **Professional development**

Under the direction of the Head of School, the Deputy Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs of staff
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on students learning
- Develop whole staff, phase teams and individuals to enhance performance.
- Undertake coaching and mentoring.
- Plan, organise and deliver staff meetings and training, where necessary bringing in outside speakers.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own professional development

### **Governance, accountability and working in partnership**

Under the direction of the Head of School, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role. ***This job description may be subject to amendment or modification at any time in consultation with the post holder.***

## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Teaching experience</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development for the curriculum, assessment and/or inclusion</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances and financial management</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.</li> </ul>

**Postholder's signature:** \_\_\_\_\_

**Postholder's name:** \_\_\_\_\_

**Date:** \_\_\_\_\_