



# **Job Description Deputy Headteacher**

## **Job details**

**Salary: L08 – L14**

**Contract type: Full Time**

**Reporting to: Headteacher**

## **Main purpose**

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- › Formulating the aims and objectives of the school for inclusive practices and establishing the policies through which they are to be achieved
- › Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
- › Proactively manage staff and resources
- › Creating strategic development plans, policies and operation protocols for Blean and its partners
- › Develop the vision, scope and remit of Blean School and inspire leaders and teachers to meet the vision and the goals
- › Develop partners and partnership to support Blean School and its Learning and Development Centre
- › Establishing policies for achieving these aims and objectives
- › Monitoring progress towards high levels of achievement of the school's aims and objectives
- › Take full responsibility for the School in the absence of the Headteacher.
- › Take responsibility for child protection issues as appropriate
- › Take responsibility for promoting and safeguarding the welfare of children and young people within the school including acting as Deputy Safeguarding Lead.
- › Support the Headteacher's overall leadership, development and management of the teaching and learning of all pupils, by taking a leading role in the monitoring and evaluation of the Blean Teaching standards across the whole school and to be a leading professional actively promoting inspirational teaching and learning practices across the school.
- › Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for Deputy Headteachers.

## **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 staff and pupils
- › A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- › Be proactive and have the ability to work under pressure and prioritise effectively
- › Maintaining confidentiality at all times
- › Adhere to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.
- › Enthusiastic leader and sense of humour
- › A team player who also has the ability to demonstrate autonomy

## **Duties and responsibilities**

### **Shaping the future**

- › In partnership with the Headteacher and Governors establish and implement an ambitious vision, uphold the school values and ethos for the future of the school which inspire and motivate partners and our community.
- › Play a leading role in the school improvement and school self-evaluation planning process, ensuring the continual development of Blean School and its partners
- › Design and develop innovative CPD activities that support effective teaching at Blean School and in our partnership schools
- › Work on own initiative and in collaboration with all stakeholders

- › In partnership with the Headteacher manage the school Resources
- › Devise, implement and monitor action plans and other policy developments
- › Motivate the Senior Leadership Team and others through work
- › In partnership with the Headteacher, lead by example when implementing and managing change and new initiatives.
- › Promote a culture of inclusion within the school community where all views are valued and taken into account.

## **School culture and behaviour**

Under the direction of the headteacher, the deputy headteacher will:

- › Create a culture where pupils experience a positive and enriching school life
- › Uphold educational standards and school values in order 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 headteacher, 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 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
- › Design an exciting, inspiring curriculum that promotes a love of learning
- › Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- › Be an excellent role model exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- › Work with the Headteacher to raise standards through staff performance management
- › Promote and lead a consistent and continuous wide focus on CPD activities, action research, leadership development and ITT development.
- › Work with the Headteacher to develop and deliver CPD activities and support Blean Staff and our partners including mentoring and coaching of staff and student teachers
- › Seek alternative ambitions partnerships with other schools to develop CPD, ITT and Action Research
- › Lead the development and review all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- › To lead Subject Leaders in the development of their roles in ensuring all aspect of the National Curriculum are implemented and enhanced through the "Blean School Curriculum"
- › Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented.
- › With the Headteacher, lead the process involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- › Ensure the systematic teaching of basic skills in phonics, spelling, reading, writing and mathematics and that recording of impact is consistently high across the school.

- › Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- › Ensure, through leading by example, the active involvement of pupils and staff in their own learning.
- › Organise and teach small intervention groups with occasional classroom teaching in case of sickness cover

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

Under the direction of the headteacher, 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 headteacher, the deputy headteacher will:

- › Establish and sustain the school's ethos and strategic direction together with the governing board 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
- › Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- › Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication.
- › As appropriate under the leadership of the Headteacher, undertake activities related to professional, personnel/HR issues
- › Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- › Be a proactive and effective member of the senior leadership team.
- › Contribute to the day-to-day effective organisation and running of the school including updating the Staff School Handbook at least annually and cascading this to all staff
- › Lead and plan regular staff learning sessions that reflect the aims set out on the school improvement plan, and reflection on improving pedagogy.
- › To undertake any professional duties, reasonably delegated by the Headteacher

## **Professional development of self and others**

Under the direction of the headteacher, the deputy headteacher will:

- › Ensure staff have access to appropriate, high standard professional development opportunities
- › Keep up to date with developments in education and Action Research
- › Seek training and continuing professional development to meet needs

- › Support the development of collaborative approaches to learning within the school, in our partner schools and beyond.
- › Participate as required in the selection and appointment of teaching and support staff.
- › Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- › Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- › Lead and coordinate ITT for Blean School and our Alliance of Schools, including supporting and building capacity in others to act and mentors
- › Work with the Headteacher to deliver an appropriate programme of professional development for staff, in line with the school development plan and performance management, including coaching and mentoring as appropriate.
- › Contribute to the annual appraisal process for identified support and teaching staff

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

Under the direction of the headteacher, 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 that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

### **Notes:**

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

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Relevant leadership qualifications (desirable)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Extensive teaching experience across primary phase</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Mentoring/coaching students and staff</li> <li>• Developing/designing the curriculum</li> <li>• Assessing teaching and learning across the primary phase</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> <li>• Excellent knowledge of the National Curriculum and EYFS Curriculum</li> <li>• Understanding of the professional Teaching Standards</li> <li>• Thorough understanding of pupil assessment</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> <li>• Enthusiastic leader and sense of humour</li> <li>• A team player and has the ability to demonstrate autonomy</li> <li>• Proactive in researching and developing school priorities</li> </ul>