



FOXBOROUGH PRIMARY SCHOOL – Job description

Job title	Deputy Headteacher
Line managed by	Head of School
Pay & Conditions	Leadership Range 7-11

JOB PURPOSE

- Under the overall direction of the Headteacher play a lead role:
 - in formulating the aims, objectives of the schools 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
- Undertake the professional duties of the Headteacher, 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
- Support the ethos and aims of Pioneer Educational Trust.

KEY AREAS OF IMPACT

The following key areas of impact are to be conducted in addition to those of the subject teacher.

Strategic Direction:

- In partnership with the Headteacher and governors establish and implement an ambitious vision and ethos for the future of the school;
- Play a leading role in the school improvement and school self-evaluation planning process;
- In partnership with the Headteacher, manage school resources;
- Devise, implement and monitor action plans and other policy developments;
- Lead by example to motivate and work with others;
- Take responsibility for the pupil achievement aspect of school improvement in Key Stage (TBC);
- Lead the development and implementation of policy and practice for monitoring student attainment, achievement and well-being which reflects the school's commitment to high achievement and personalising learning, consistent with school and national strategy in Key Stage (TBC);
- Actively monitor and follow up progress of students within Key Stage (TBC);
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives;
- Promote a culture of inclusion within the school community where all views are valued and taken in to account;
- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers;
- Develop and maintain contact with all specialist support services as appropriate;
- Promote the positive involvement of parents/carers in school life;
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties;
- Strengthen partnership and community working;
- Promote positive relationships and work with colleagues in other schools and external agencies;
- 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;
- 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 for promoting and safeguarding the welfare of children and young people within the school;
- Take responsibility for other aspects of whole school leadership as negotiated with the Head of School.

Main Duties and Responsibilities:

Teaching and Learning:

- Inspect attainment data to identify patterns of underachievement and work with other Leaders / teachers as necessary;
- Contribute significantly to the value-added analysis of a range of performance data for students within the School, using this to inform development planning;
- Work with key staff associated with the enrichment opportunities to plan the delivery of an appropriate enrichment curriculum for students within the school;
- Co-ordinate the Gifted & Talented, SEN and Pupil Premium provision within Key Stage (TBC);
- Lead the completion of schemes of work for statutory careers education and sex education in Key Stage (TBC);
- Work with key staff associated with the enrichment opportunities to plan the delivery of an appropriate enrichment curriculum for students within Key Stage (TBC);
- Encourage and support the development of teachers skills in the assessment of children's levels of achievement using APP materials;
- Work with the Headteacher to raise standards through staff appraisal;
- Lead the development and delivery of training and support for staff;
- Lead the development and review of 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;
- With the Headteacher, lead the processes 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 and recording of impact is consistently high across the school;
- Develop, 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;
- Support the development of collaborative approaches to learning within the school, the Trust and beyond.

Leading and Managing Staff:

- Participate in the recruitment and selection of teaching and support staff as required and to organise and support the induction of staff new to the school and those being trained within the school;
- Ensure effective induction of new staff in line with school procedures;
- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate;
- Ensure the effective dissemination of information, the maintenance of and on-going improvements to agreed systems for internal communication;
- Work with the Headteacher to undertake key activities related to professional, personnel/HR issues;
- Support HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability;
- 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;
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate;
- 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;

- Promote and protect the health and safety welfare of pupils and staff;
- Act as an induction co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience and ITT, as appropriate.

Quality Assurance:

- Support subject leaders in working towards enhancing pupil achievement;
- Monitor the implementation of school policies and ensure nationally determined priorities are addressed as appropriate;
- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards;
- Support the Headteacher in reporting the school's performance to its community and partners;
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting;
- Lead the annual appraisal process for all identified support and teaching staff.

Resource Management:

- Secure and allocate resources and deploy staff to support student achievement within the school;
- Monitor and control the use of resources including financial.

SAFEGUARDING

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

ADDITIONAL DUTIES

- Play a full part in the life of the school community, to support the school ethos and to encourage staff and learners to follow this example;
- Actively promote school policies;
- Sustain professional development in agreement with line manager;
- Actively engage in the staff review and development process;
- The conditions of employment for school teachers specify the general professional duties of all teachers; the professional standards for teachers at the relevant level are applicable;
- Undertake any other duty as specified by school teachers' pay and conditions of service not mentioned in the above.

ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



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This job profile is current at the date shown but in consultation with you may be changed by the Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.