

# **Archbishop Sumner CE Primary School**

## **Job Description**

**Post Title:** Deputy Headteacher

**Responsible to:** Headteacher

**Salary:** Leadership (5 point range)

### **1. Purpose of the post**

- 1.1 Undertake, in the absence of the Headteacher, the professional duties of a Headteacher as laid down in Teachers' Pay and Conditions
- 1.2 To take actions and make decisions in accordance with the Aims and Values of the school and the School Improvement Plan
- 1.3 To support all staff in the development of their roles
- 1.4 Undertake a significant leadership role as required by the Headteacher (curriculum or pupil welfare). The Teachers Pay and Conditions Act 1991 determines the professional duties of a deputy Headteacher, currently laid down in the School Teachers Pay & Conditions Document.

### **2. General requirements**

- 2.1 The duties outlined in this job description may be modified by the Headteacher, with your agreement to reflect or anticipate changes in the job, commensurate with the salary and job title

### **3. Teaching and Learning**

- 3.1 Demonstrate excellent classroom skills across the primary age range.  
Teaching responsibilities are to be agreed with the Headteacher (non-class based)
- 3.3 Carry out teaching duties in accordance with the school's schemes of work and National Curriculum
- 3.4 Liaise with colleagues to deliver units of work in a collaborate way
- 3.5 Work with teaching assistants and the SENCO
- 3.6 Set targets for student attainment levels
- 3.7 Set work for students absent from school
- 3.8 Demonstrate good practice in the teaching areas of responsibility

### **4. Assessing and reporting**

- 4.1 Record students' work
- 4.2 Maintain lesson evaluations
- 4.3 Mark and return work within agreed time span, providing feedback and targets
- 4.4 Provide assessment reports to monitor student progress
- 4.5 Liaise with parents and attend consultation evenings
- 4.6 Work within the Code of Practice relating to Special Educational Needs

### **5. Personal/pastoral responsibilities**

- 5.1 Motivate and support children and staff by personal example

### **6. Leadership and Management, Organisation, Curriculum Support**

- 6.1 Support and deputise for the head teacher
- 6.2 Understand issues relating to the organisation, ordering and funding of resources
- 6.3 Support and uphold the school's policies on behaviour, discipline and bullying
- 6.4 Demonstrate a thorough knowledge of the National Curriculum, and be an exemplar of school policies and practice.
- 6.5 Lead and manage Access and Inclusion to support the raising of standards and achievement in the school.
- 6.6 Take responsibility for a core curriculum area and another subject.

- 6.7 Lead in the development, implementation and evaluation of the schools' planning, assessment and recordkeeping procedures.
- 6.8 Co-ordinate Continuous Professional Development in accordance with the priorities identified in the School Improvement Plan and Performance Management requirements, to create a learning culture.
- 6.9 Assist the Headteacher in ensuring that there is an effective programme of support and challenge that ensures teaching and learning are of the highest quality.
- 6.10 Lead in the collation and analysis of data throughout the School to be used for school and pupil improvement
- 6.11 Monitor and evaluate pupil' learning, and where appropriate, appraise colleagues' work
- 6.12 Monitor work carried out by individuals, teams and self, in order to improve the performance of the school
- 6.13 Manage the budget for learning resources in consultation with subject leaders, and in accordance with priorities identified in the SIP
- 6.14 Share responsibility with the Headteacher for attendance at meetings of committees of the governing body and to attend meetings of the full governing body
- 6.15 Establish and maintain organisational strategies
- 6.16 Support development and implementation of the school's equal opportunities policy
- 6.17 Ensure necessary administration requirements are fulfilled
- 6.18 Undertake any professional duties of a Headteacher which may be delegated by the Headteacher
- 6.19 Coordinate the delivery of health and safety policies
- 6.20 Contribute to staff development activities
- 6.21 Manage the performance of teaching assistants

## **7. Standards/Quality Assurance**

- 7.1 Support the aims and ethos of the school
- 7.2 Set a good example in terms of dress, punctuality and attendance
- 7.3 Be calm and flexible when dealing with pupils, staff and parents, in accordance with the behaviour policy of the school
- 7.4 Develop links with governors, the LA and neighbouring schools.
- 7.5 Attend and participate in open evenings and student performances
- 7.6 Uphold the school's behaviour code and uniform regulations
- 7.7 Participate in staff training
- 7.8 Attend team and staff meetings

## **8. Equal Opportunities**

- 8.1 To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- 8.2 To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010

## **9. Safeguarding**

- 9.1 To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

## **10. Health and Safety**

- 10.1 To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- 10.2 To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

## **11. Data Protection**

- 11.1 When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

**Primary School  
Person Specification (Template)**

**Post Title: Deputy Headteacher**

**1. Qualification**

Qualified Teacher Status

**2. Experience**

- Evidence of substantial sustained high quality teaching across the primary school age range (baseline standard of very good with a clear track record of outstanding practice)
- An ability to demonstrate the highest level skills in classroom organisation and management leading to the promotion of good behaviour and discipline across school
- An ability to differentiate the curriculum leading to high levels of achievement for children who have a diversity of needs and interests (and the ability to support colleagues in developing precision differentiation)
- Considerable experience and expertise in developing practice in Assessment and Record Keeping at whole school level to secure improved levels of pupil achievement and accelerated progress
- Experience of analysing pupil assessment data and using this to inform classroom practice and the deployment of additional resources
- High level personal organisation and time management skills
- A full understanding of the National Curriculum and its implementation
- An awareness of recent national initiatives aimed at raising achievement and school improvement strategies
- A strong commitment to community links and the ability to confidentially engage with stakeholders
- An ability to establish positive working relationships with colleagues and pupils through modelling very high levels of professionalism, commitment and integrity
- A firm commitment to Equal Opportunities
- Strong desire to learn and grow professionally
- High level of initiative, self-awareness and interpersonal leadership skills
- Ability to identify and solve problems, using win-win approaches
- Willingness to support community initiatives, parent association groups and working parties

**3. Personal Qualities**

- Demonstrate enjoyment of working with children and adults
- Approachable, fair and consistent
- Able to identify the need for strategic action and act determinedly when necessary
- Positive and enthusiastic personality
- Able to work effectively under pressure
- Sense of humour

**4. Desirable Requirements (Selection Criteria)**

- Experience as an Advanced Skills Teacher or Lead Teacher in a Local Authority
- Significant experience of leading lesson observations and providing quality feedback to teachers
- Evidence of having successfully managed a budget
- Experience of staff recruitment

**5. Safeguarding**

- Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.