

Deputy Headteacher - Job Description

For April 2018
Leadership Spine: L9 – L13



KEY PURPOSE OF THE JOB:

1. To assist the Headteacher in the leadership and management of the school provision in all aspects of school improvement, including taking responsibility for the school in the absence of the Headteacher.
2. To take full responsibility for leading and managing significant aspects of the school (these may include the following: assessment, KS2, Teaching and Learning), under the overall direction of the Headteacher.
3. To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.
4. To carry out professional duties of a teacher and deputy headteacher, as described in parts 10 and 12 of the School Teacher's Pay and Conditions Document, including those duties particularly assigned by the Headteacher.

SPECIFIC RESPONSIBILITIES

Leadership and Management

1. To assist the Headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
2. To take a lead in curriculum development; and to support subject leaders.
3. To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour management..
4. To provide effective leadership and management to a team/teams of staff, as agreed with the Headteacher.
5. To support the school's continuing professional development programme, including organising training programmes, induction, delivering INSET and working with individuals and teams in a variety of professional development activities.
6. To assist the Headteacher in school self-review and evaluation and in the effective planning and management of school resources to secure improvements.
7. To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and teaching.
8. To provide guidance and support to staff in order to improve the quality of teaching and learning.
9. To assist the Headteacher in all aspects of the day-to-day administration and organisation of the school as agreed, including taking responsibility for agreed areas, eg. timetables, duty rotas, cover etc.

10. To take a significant role in the implementation of the school's teacher appraisal policy, to secure school improvement and individual professional development.
11. To deputise for the Headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.
12. To be involved in co-ordinating CPD for all staff, providing and arranging high quality training, linking these needs to the school development plan.

Teaching and Learning

1. To carry out teaching duties, as agreed with the Headteacher, providing a model of excellence for colleagues.
2. To provide leadership and support for colleagues (teachers and support staff) with regard to teaching and learning and the curriculum, including:
 - Supporting the planning and delivery of the curriculum across the school, including developing new schemes of work;
 - Supporting curriculum leaders in developing their role, in particular in relation to raising standards;
 - Supporting staff in the use of assessment information to inform teaching and learning;
 - Overseeing or leading the Induction and support of newly qualified and less experienced staff and/or supply teachers;
 - Providing in-class support to staff, through model lessons, team teaching, observation and feedback.
3. To undertake a significant role in maintaining a high standard of pupil behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
4. To take a leading role in the management of the school system for tracking pupil attainment and progress.
5. To share responsibility for the development of the school's ethos and norms of behaviour for pupils, staff and parents.

Other Duties and Responsibilities

1. To prepare and present reports, as required to governors, LA officers, parents or outside agencies.
2. To promote the safeguarding of children.
3. To carry out duties and responsibilities in accordance with Health and Safety Policy and relevant Health and Safety legislation.
4. To ensure that duties are undertaken with due regard to and compliance with the Data Protection Act and other legislation.
5. To operate within the school's equal opportunities framework at all times.
6. To undertake, from time to time, any other reasonable duty as directed by the Headteacher.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.

Please click [here](#) to read our safeguarding policy.

Alternatively go to <http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx>

Deputy Headteacher - Job Specification

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Method of candidate assessment: A=Application form, I=Interview, T=Test

Weighting: E = essential D = desirable

Selection criteria	Method	Weighting
Professional qualifications and experience <ul style="list-style-type: none"> Qualified Teacher Status At least 4 years of successful teaching experience at senior level across the primary age range Evidence of recent professional development relevant to the post Evidence of recent training in whole school leadership and management Significant and successful subject/area leadership resulting in school improvement Evidence of outstanding teaching ability Leadership of any/some of these areas: KS2, Assessment, English or mathematics. 	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>T</p> <p>A</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
Professional Skills, Knowledge and Abilities <ul style="list-style-type: none"> Good knowledge of the primary curriculum An excellent understanding of theory and best practice in teaching and learning, particularly as it relates to achieving high rates of pupil progress A track record of implementing successful strategies to raise achievement A good understanding of effective strategies for gaining and maintaining high standards of behaviour at whole school level Experience of interpreting and using assessment data to raise achievement Ability to form and maintain excellent relationships with children which enhance their learning and emotional wellbeing 	<p>I/A</p> <p>A/I</p> <p>A</p> <p>I</p> <p>A/T</p> <p>A/T</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p>

<p>Leadership and Management</p> <ul style="list-style-type: none"> • Experience of delegating, supporting and monitoring the work of others • Experience of managing substantial change across a subject area or whole school • Successful experience of observing and evaluating teaching, providing effective feedback and implementing support • Experience of leading the professional development of staff within the context of school improvement • Success at promoting inclusive practice across a school that leads to high expectations for all learners • Experience of acting as an outstanding model teaching for others 	<p>A/I</p> <p>A/I</p> <p>A/T</p> <p>A</p> <p>I</p> <p>A</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Ability to lead and motivate others • Excellent interpersonal skills • Ability to communicate clearly and work effectively with all stakeholders • Ability to work on own initiative, make decisions and solve problems • Excellent organisational skills and the ability to work effectively under pressure, prioritise appropriately and meet deadlines • Highly effective presentation and training delivery skills • Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process. 	<p>I</p> <p>I</p> <p>A/I</p> <p>A</p> <p>A/T</p> <p>I</p> <p>A/I</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>