

## Kingslea Primary School

### Job Description – Deputy Headteacher

Please the specific details of the role will be negotiated with the successful candidate to reflect his/her strengths and the needs of the school.

Title and Grade of Post	Deputy Headteacher. Leadership spine point L9 – L13
Status of post	This is a senior post within the school's staffing structure, which carries with it membership of the school leadership team. This post holder is accountable to the Headteacher. This post holder is to deputise for the Headteacher in their absence. As Deputy Headteacher, you will be required to meet the general requirements of this post as specified in the Schools Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.
Job Purpose	To provide leadership, development and management of the teaching and learning of all pupils; to teach all pupils within the school, to take a lead role in monitoring and evaluation of standards across the whole school and to be a leading professional actively promoting effective teaching and learning practices across the school. The post will require you to work in partnership with the Headteacher, governors and staff to ensure the continuous improvement of the school.
Reporting to	The post holder is responsible to the Headteacher in all matters. The post holder is also expected to interact with lead colleagues on a professional level in order to promote a mutual understanding of the school's vision and values.  The post holder will be expected to network and liaise across the range of external providers, schools, community and co-ordinator networks to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching.
Main expectations of the role	
<p>1. Shaping the Future</p> <ul style="list-style-type: none"> <li>• Support the Headteacher and governors in establishing a vision for the future of the school, demonstrating inspirational leadership and creativity;</li> <li>• Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school and how these link with National and local initiatives;</li> <li>• Contribute to the identification of key areas of strength and weakness in the school.</li> <li>• Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example to other colleagues;</li> <li>• Promote a culture of team work, in which views of all members of the school community are valued and taken into account;</li> <li>• Contribute to the self-evaluation of the school.</li> </ul> <p>2. Leading Learning and Teaching</p> <ul style="list-style-type: none"> <li>• To develop teaching and learning through our STAR coaching programme;</li> <li>• Have a lead responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted;</li> <li>• Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school;</li> <li>• Support strategies to promote high standards of behaviour;</li> <li>• Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in the school;</li> <li>• Support the development of an effective assessment framework;</li> </ul>	

- Monitor and evaluate classroom practice;
  - Provide support for colleagues in improving their classroom practice.
3. Developing self and managing others
- Promote and safeguard the safety and welfare of children and young people;
  - Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount;
  - Support the development of collaborative approaches to learning within the school and beyond;
  - Support the induction of new staff to the school;
  - Set high expectations for your own performance and that of others;
  - Engage in relevant professional development activity as necessary.
4. Managing the organisation
- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements;
  - Develop action plans in specified areas of responsibility, in order to bring about improvements;
  - Contribute to the planning process for the distribution of resources, to ensure they meet the schools identifies priorities;
  - Contribute to regular evaluation of the impact of the use of resources in relation to the quality of the education of the pupils and value for money.
5. Securing accountability
- Lead the Standards Team;
  - Support the governing body in meeting its responsibility to account for the performance of the school;
  - Work alongside the Headteacher to secure improvement through performance management; take responsibility for the performance management of identified staff.
  - Support staff in understanding their own accountability; and develop approaches to its review and evaluation;
  - Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes;
  - Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.
6. Strengthening Community
- Contribute to the strengthening of partnerships with other schools and services;
  - Contribute to policies and practices which promote equality of opportunity and tackle prejudice;
  - Contribute to the development of a curriculum which provides pupils with opportunities to enhance learning within the wider community;
  - Promote and model good relationships with parents/carers which are based on partnerships to support and improve pupils' achievement.