



Morley Memorial Primary School

Job Description and Person Specification

Deputy Headteacher

March 2018

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of **Deputy Head** at Morley Memorial Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

Morley Memorial Primary School is committed to safeguarding the well-being of children and expects all staff working with us to share this commitment. Shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory references and DBS checks.

Please forward your completed application form to office@morley.cambs.sch.uk by **10 am on 24th April 2018 at the latest.**



Job Description

Post Title: Deputy Headteacher

Responsible to: Headteacher

Job Purpose:

- To provide excellent leadership and high quality management, enabling the school to realise its strategic intentions as determined by the governors and Head teacher
- To support the Head teacher in securing the continued improvement and success of the school
- To carry out teaching duties, as required, in accordance with the school's schemes of work and National Curriculum
- To deputise for the Head teacher in event of absence or unavailability

Specific Responsibilities

Shaping the Future

- Work within the leadership team to help develop our educational vision and strategic direction and ensure this vision is clearly articulated, shared, understood and acted upon effectively by all
- Act as a key driver of development and change
- Take a lead role in developing and implementing whole school improvement priorities
- Lead, innovate and inspire others to make a positive impact on the educational progress of all groups of students

- Act as a role model to promote the school's ethos and vision both within school and to our wider community
- Motivate and work with others to create a shared, high-expectation culture and positive climate
- Ensure creativity, innovation and other transformational activities raise standards across the school
- Communicate well with all stakeholders to secure the success of new initiatives

Leading learning and teaching

- Be an outstanding practitioner and role model for teaching and learning
- Ensure that all students have equality of opportunity and can work to their optimum
- Play a leading role in ensuring a consistent and relentless school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning
- Lead, develop and enhance the teaching practice of others, including NQT mentoring
- Support school leaders, particularly at middle leadership level, in ensuring that learning is at the centre of strategic planning and resource management
- Establish creative, innovative, responsive and effective approaches to learning and teaching in all areas of the curriculum
- Implement strategies which ensure the highest standards of behaviour and attendance
- Play a significant role in monitoring, evaluating and reviewing classroom practice and promoting improvement strategies
- Challenge underperformance at all levels and ensure effective corrective action and follow-up

Developing self and working with others

- Build capacity amongst colleagues to deliver and sustain the highest quality outcomes
- Treat people fairly, equitably and with dignity and respect to create and develop a positive school culture of personal responsibility and the celebration of excellence

- Take a lead role with other senior leaders across the school for ensuring that staff CPD needs are both identified and supported
- Coach and support the development of leadership and management skills in others
- Develop and lead CPD linked to your areas of whole school leadership
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals; ensure clear delegation of tasks and devolution of responsibilities
- Develop and maintain a culture of high expectations for self and for others
- Regularly review own practice, set personal targets and be proactive in seeking out effective personal and professional development opportunities

Managing the organisation

- Contribute to the maintenance and development of the highest quality systems to ensure that all events, activities and day to day management run smoothly and efficiently
- Produce and implement clear evidence-based improvement plans and policies for the development of the school and its facilities
- Ensure open and collaborative approaches are embraced to develop effective communication and teamwork
- Ensure that operational systems relating to teaching and learning, health and safety, pupil welfare and safeguarding are implemented and working effectively
- Develop and promote policies and procedures that ensure the school's distinctive ethos and aims are reflected in our practice
- Deputise for the Headteacher when appropriate
- Deputise for other members of the senior leadership team and assist other members of the school's wider leadership group as appropriate
- Undertake specific, significant roles in the leadership and management of the school, including child protection and attendance lead

Securing accountability

- Monitor, review and be accountable for the continued, effective work of all staff for whom the post-holder is responsible

- Identify areas of underperformance and/or further development and ensure that colleagues are supported and challenged appropriately
- Contribute to the whole school review, monitoring and evaluation cycle including lesson observations, learning walks, data analysis and review meetings
- Contribute to the relevant sections of school self-evaluation and improvement planning
- Report to the Head teacher and governors regularly and attend governor meetings and various committees as directed

Strengthening community

- Create and maintain an effective partnership and good communication with parents and carers to support and improve students' achievement and personal development.
- Develop communication both within the school and the wider community
- Build a school culture and curriculum which reflects diversity and promotes positive strategies for challenging discrimination of any kind
- Ensure learning experiences for students are linked to and integrated with the wider community
- Support the events and activities which involve students, families and communities beyond the school day
- Collaborate with other agencies and develop strategies to provide for the academic, spiritual, moral, social, emotional and cultural well-being of pupils
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community

This job description is not necessarily a comprehensive definition of the post, duties may vary within this framework in line with its general character and level of responsibility entailed. It will be reviewed annually and it may be subject to modification or amendment at any time, after consultation with the holder of the post.

Morley Memorial Primary School

Deputy Headteacher

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status 	<ul style="list-style-type: none"> • Recognition of being a leading practitioner eg: SLE
Knowledge and experience	<ul style="list-style-type: none"> • At least 4 years successful teaching • Evidence of a proven track record of experience in a leadership capacity for at least one year • The ability to deliver effective in service training • Knowledge of and full commitment to the school's inclusion and equalities policies and agenda • An up to date knowledge of the statutory assessment process • Knowledge and experience of monitoring and evaluating the curriculum, learning and teaching • Understanding of and ability to lead other in effective self-evaluation and determining priorities • Knowledge of recent developments in education • Understanding of safeguarding issues and requirements • 	<ul style="list-style-type: none"> • Range of teaching experience in at least 2 Key stages • Evidence of having shared expertise through modelling classroom practice • The ability to use coaching techniques to develop the capacity of others • Recent Safeguarding Lead Training, or desire to undertake DSL training • Evidence of effective multi-agency working • Knowledge and experience of safer recruitment practices

Abilities and Attributes	<ul style="list-style-type: none"> • Desire to promote all aspects of the schools vision, values and ethos. • The ability to inspire high levels of performance in others • The ability to make and maintain positive relationships with colleagues, pupils and parents • To be able to hold people accountable and have the drive and ability to set clear expectations and parameters • The ability to work as part of a team and manage staff effectively and work successfully with others to achieve shared goals • The ability to handle difficult situations effectively with subtlety and sensitivity • Highly organised and able to manage time and priorities effectively • Keep accurate and effective records. • Able to demonstrate a high standard of written and verbal communication 	<ul style="list-style-type: none"> • Evidence of being proactive in managing change successfully
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