



## **BEECH HILL PRIMARY SCHOOL**

Dunstable Road, Luton, Bedfordshire, LU4 8 BW

JOB DESCRIPTION:	Deputy Headteacher
SCHOOL:	Beech Hill Primary School
JOB PURPOSE:	To work with the Headteacher to lead and support staff in all aspects of the management and organisation of the school.
RESPONSIBLE TO:	Headteacher
GRADE:	L20 - L24

### **MAIN DUTIES AND RESPONSIBILITIES:**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Head Teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

1. To deputise for the Headteacher whenever necessary.
2. To be an exemplary teacher, having high expectations and providing an excellent role model of high quality teaching and learning within well managed, safe and happy learning environments.
3. To carry out all responsibilities with due regard to equal opportunities.
4. To ensure that all pupils and staff fulfil their potential by encouraging high expectations within the school.
5. To assist the Headteacher in determining, organising and implementing and monitoring an appropriate curriculum for the school, including working with curriculum co-ordinators and teams.
6. To undertake a range of administrative and organisational responsibilities to ensure the effective running of the school.
7. To play a major role in budget and development planning.
8. Work in partnership with the Headteacher to lead, motivate, challenge and to develop staff to ensure continuous school improvement.
9. Support the Headteacher in the setting and evaluation of school and pupil results and use performance data to inform whole school and individual pupil targets, leading staff in a regular review of progress against targets, implementing change as necessary, ensuring high levels of attainment which meet the needs and potential of all pupils.
10. Support colleagues in their teaching through effective assessment and accurate data analysis, working to ensure that whole school systems for assessing pupil progress are rigorous and accurate.
11. Assist the Head teacher in developing and maintaining the caring ethos of the school and to nurture relationships between governors, staff, parents and pupils, outside agencies and other community partners.
12. Undertake any professional duties reasonably requested by the Head Teacher.

### **MORE SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Take a major role in the day to day running of the school e.g. Assemblies, timetabling, sickness cover.
- To ensure the safeguarding of all pupils.

- To implement policies and procedures to promote high standards of behaviour and positive attitudes for all pupils.
- To plan and lead high quality Inset.
- To support the Headteacher on the recruitment, deployment and performance of staff.

**DIMENSIONS:**

**Financial Resources:** As directed by Headteacher

**Other:** N/A

**(DBS) – Disclosure Barring Service:**

Because of the nature of this job, it will be necessary for an Enhanced criminal record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the CRB Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on [www.disclosure.gov.uk](http://www.disclosure.gov.uk). This post is classified 'regulated activity' in accordance with the Safeguarding Vulnerable Groups Act 2006. You must register with the Independent Safeguarding Authority, and have your registered status confirmed by Luton Borough Council, in order to undertake this post 'The school is committed to safeguarding and promoting the welfare of children and aspects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.'

**CVs will not be accepted for any posts based in schools.**

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

**Essential (E):** Without which candidate would be rejected

**Desirable (D):** Useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	Successful teaching experience within the primary sector.	1,2	Experience of teaching within a multi-cultural school.	1,2
	Evidence of successful leadership and management through monitoring and evaluation strategies to raise the standards of the quality of teaching and learning and pupil outcomes.	1,2	Experience of leading in <ul style="list-style-type: none"> <li>• Teaching &amp; Learning</li> <li>• Achievement</li> <li>• Behaviour</li> <li>• Curriculum Development</li> <li>• EYFS</li> <li>• CPD</li> <li>• Monitoring and Evaluation</li> <li>• Quality Assurance.</li> </ul>	1,2
	Demonstrable impact on school improvement.	1,2		
	Demonstrable experience of using performance management and performance data to inform target setting, planning and policy.	1,2		
<b>Skills/Abilities</b>	An outstanding teacher who is able to deliver consistently high quality lessons, evaluate the impact of these and develop future planning accordingly.	1,2	Whole school self-evaluation	1,2
	Ability to lead on a whole school project or initiative.	1,2		
	Able to communicate with a variety of stakeholders ( eg governors, colleagues, parents, school council, pupil groups, the community, external agencies).	1,2		
	Able to lead, coach and mentor others, persuading and influencing those resistant to the management of change.	1,2		
	The ability to build and lead teams efficiently and effectively using skills of motivation, delegation and time management.	1,2		
	Able to use IT to support both the curriculum and work organisation.	1,2		
	Able to monitor and evaluate teaching, learning and school policy.	1,2		
	Able to assess the needs of individuals to inform the targeting of individual needs eg: EAL, SEND.	1,2		
<b>Equality Issues</b>	Demonstrable commitment to inclusive teaching and learning.	1,2		

	Awareness of the effects of discrimination on pupils, parents, colleagues and policy.	<b>1,2</b>		
<b>Specialist Knowledge</b>	Knowledge of requirements for all primary and end of key stage assessments.	<b>1,2</b>	Knowledge in use of ICT software to support assessment.	<b>1,2</b>
<b>Education and Training</b>	Qualified Teacher Status.	<b>1,2,5</b>		
	Evidence of ongoing CPD.	<b>1,2</b>		
	Willingness to complete NPQH.	<b>1,2</b>		
<b>Other</b>	Acceptance of school policies.			

**How tested: 1 application form, 2 interview, 3 active test, 4 written test, 5 certificates.**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular thus relating to; i) Equal Opportunities, ii) Health and Safety, iii) Data Protection Act (1984 & 1998).