



## **JOB DESCRIPTION**

**Job Title : Deputy Headteacher**

**Location : Templenewsam Halton Primary School**

**Pay Range : Leadership ISR 10-14**

### **1. PURPOSE OF THE JOB**

The core purpose of the Deputy Headteacher is to assist the Headteacher in providing professional leadership and management for the school. This will secure efficiency, success and improvement for the school, ensure high quality education and personalised learning for all its pupils and high standards and achievement in all areas of the school's work. The Deputy Headteacher will also deputise in the absence of the Headteacher both at short notice and over a longer term to play a major role in assisting the Headteacher and Governing Body to:

- Formulate the aims and the objectives of the school
- Establish the policies through which the objectives are to be achieved
- Lead staff and manage resources towards achieving the objectives
- Monitor progress towards achievement of the objectives

### **2. THE STATUTORY REQUIREMENTS**

The appointment is subject to the current conditions of employment for Deputy Headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

### **3 . DUTIES AND RESPONSIBILITIES**

#### **Shaping the future**

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all, including across the Trust and by wider agencies
- Motivate and work with others to create a shared culture and positive climate
- Work with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement
- Support the headteacher to ensure that strategic planning takes account and responds to the diversity, values, wider local and national agendas and experience of the school community at large.



### **Leading teaching and learning**

- Be a good role model to all teaching staff within the school and reflect a high level of professional teaching standards
- Demonstrate and articulate high expectation and set stretching targets for the whole school
- Monitor, evaluate and review class room practice, manage and facilitate improvement strategies and deal with underperformance
- Analyse and interpret data to inform class room practice
- Ensure a consistent and continual school-wide focus on raising pupils' achievement
- Contribute to a culture and ethos of challenge and support where all pupils and staff can achieve success and become engaged in their learning
- Contribute to the implementation of strategies which secure high standards of behaviour and attendance
- Be the Curriculum Manager and alongside the headteacher determine, organise, monitor and evaluate the curriculum and its assessment
- Be required to teach, according to the requirements of the school across the full age range e.g supply cover
- Use data and benchmarks to monitor progress in every child's learning and support the headteacher in evaluating the quality of teaching
- Take a strategic role in the development of new technologies to enhance and extend the learning experience of pupils.

### **Developing self and working with others**

- Manage positive working relationships with all staff that treat people fairly, equitably, with dignity and respect to create and maintain a positive school ethos, share leadership, build teams and work co-operatively within and outside the school to achieve school and Trust aims and objectives
- Motivate and challenge all staff to maintain high expectations of behaviours and safeguarding
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- Regularly review own practice, set personal targets and take responsibility for personal development.

### **Managing the organisation**

- Support in the recruitment, deployment and induction of staff appropriately and manage their own workload to achieve the vision and aims of the school
- Be responsible for the day to day organisation of the school day.
- Support the implementation of successful performance appraisal processes with teaching and support staff
- Coordinate the work of the cover supervisors
- Support staff with behaviour management.



- Implement evidence-based school development plans and policies for the organisation and its facilities and contribute towards Trust strategic planning
- Ensure that policies and practices take account of national and local policies and initiatives.
- Manage the school environment to ensure that the school meets all health and safety regulations.

### **Securing accountability**

- Manage staff roles and ensure that responsibilities are clearly defined, understood and agreed
- Work with the headteacher to provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement
- Present the school's performance and other school initiatives to a range of audiences; parents, Governors, school improvement officers and other external agencies.

### **Strengthening the community**

- Work with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community, taking an active leadership role within the Temple Newsam Learning Co-operative Trust
- Build the reputation of the school with the outside community
- Create and maintain partnerships with parents and carers to support and improve pupils' achievement and personal growth.
- Join the headteacher in supporting the work of the Parent Teacher and Friend Association.

### **Child protection and Safeguarding**

- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all stakeholders.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively
- Build a school ethos and curriculum which takes account of the richness and diversity of the school's community
- Collaborate with other agencies, particularly across the Trust, in providing for the intellectual, spiritual, moral, social and cultural well-being of pupils and their families and provide opportunities for all children, regardless of their capabilities or limitations, to be the best that they can be.
- Undertake the role of the child protection officer alongside the headteacher to support the work of the learning mentors.



## Deputy Headteacher PERSON SPECIFICATION

### **Key:**

**App** – Application Form

**Ref** – Reference

**SP** – Selection process. This could include a range of exercises, including an interview.

<b>Knowledge, Experience, Skills and Values</b>	Essential/ Desirable	How identified
<b><i>Leadership and management</i></b>		
Ability to build effective relationships with staff, parents, governors and other agencies	E	App/SP
Experience of leading/contributing at a wider level than school e.g. Trust/networks	D	APP/SP
Ability to line manage staff	E	App/SP
Ability to use HR policies and procedures	D	App/SP
Ability to make and implement difficult decisions responsibly	E	App/SP
<b><i>Shaping the future</i></b>		
Experience of Implementing an improvement plan e.g. across a key stage area or subject, identifying the priorities with clear analysis and evaluating impact	E	App/SP
Experience of working with and motivating teams and individuals to implement changes across the school	E	App/SP
Ability to translate vision into practice in understanding personal impact	E	APP/SP
<b><i>Leading teaching and learning</i></b>		
Being an excellent role model in all teaching standards	E	App/SP
Knowledge of learning theories and proven behaviour support strategies	E	APP/SP
Knowledge and experience of using data to monitor pupil progress	E	App/SP
Knowledge of assessment tools to monitor teaching and learning	E	App/SP
Ability to identify effective interventions to ensure pupils maintain good and better progress	E	App/SP
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	App/SP
Experience of successfully developing one or more curriculum areas	E	APP/SP
<b><i>Developing self and working with others</i></b>		
Regularly reviews own practice and continually participates in quality CPD, where impact on performance can be demonstrated	E	App/SP
Experience of using CPD to motivate, enthuse and develop staff	E	App/SP



Proven ability to plan and allocate work effectively to meet the strategic needs of the school	E	App/SP
Proven ability to coach and mentor staff	E	App/SP
Experience of effectively managing the performance of other members of staff	E	APP/SP
<b>Managing the organisation</b>		
Experience of developing policies which take account of the National agenda ensuring their implementation at a whole school level	E	App/SP
Knowledge of the effective induction of new staff	D	App/SP
Experience of managing the school's environment in line with health and safety regulations	D	App/SP
<b>Securing accountability</b>		
Experience of holding people to account , e.g. staff performance	E	App/SP
Knowledge of how the governing body can be supported to fulfil its statutory duties	D	App/SP
Experience of providing performance data to parents, governors or school improvement consultants	D	App/SP
A working knowledge of external evaluations, e.g. Investing in People, OFSTED, Healthy Schools	D	APP/SP
<b>Strengthening the community</b>		
The ability to build relationships with community groups, outside agencies and other schools that impact positively on provision for pupils and their family	E	App/SP
The knowledge of how to maintain and add to the school's already excellent reputation (Promote the School)	E	App/SP
The ability to create and maintain partnerships with parents and carers to support and improve pupils' achievement and personal growth	E	App/SP
<b>Child protection and Safeguarding</b>		
Is aware of and able to manage effective CP and Safeguarding policies and procedures	E	App/SP
A proven track record of supporting or working with a nurture/child protection team as a child protection officer	D	App/SP
Has the ability to deal with sensitive issues in a supportive and caring manner whilst remaining effective	E	App/SP
<b>Qualifications and training</b>		
Qualified Teacher Status or other educational qualification	E	App/SP
A degree or management qualification	E	App/SP
Evidence of relevant leadership training, e.g. NCSL leadership programme	D	App/SP
Recent child protection or safeguarding training	E	APP/SP
<b>Personal qualities and attributes</b>		
Have a strong moral purpose and ability to articulate values	E	SP
Be risk taking and be able to own and learn from mistakes	E	SP
Be an excellent communicator	E	SP
Be child centred in all actions and decisions	E	SP
Be resilient, able to learn from others and enjoy challenge	E	SP
Be self motivated and able to motivate others	E	SP



Able to work to deadlines	E	SP
Be enthusiastic and optimistic with a sense of fun and strong presence	E	SP
Have excellent problem solving/analytical skills	E	SP
Be self aware - knowledge of own strengths and limitations	E	SP