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East Crompton St George’s CofE Primary School

**Job Description & Person Specification**

**Deputy Headteacher for September 2019**

CORE PURPOSE OF THE POST

The Deputy Headteacher of East Crompton St George’s plays a key role in the leadership and management of St George’s and in the development of The Cranmer Education Trust.

The Deputy is accountable to the Headteacher and is required to support her in all aspects of internal organisation, professional leadership, management and operation of the school; in providing the strategic direction for the school and the creation of a productive, engaging learning environment for all pupils; and in promoting the welfare of all children through an organisational culture which is vigilant to, monitors and prioritises safeguarding.

The key areas of responsibility reflect the National Standards of Excellence for Headteachers 2015. These standards are built on the Teaching Standards 2011 which apply for all teachers:

1. Strategic Leadership

Working with the Headteacher and The Cranmer Education Trust, the Deputy Headteacher will take a leading role in:

1.1 Creating a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.

1.2 Working with individual staff and teams to translate the school’s vision into agreed objectives and operational plans which will promote and sustain pupil progress and attainment.

2. Education Excellence

With the Headteacher, the Deputy has a central responsibility for raising the quality of teaching and learning and for pupils’ achievement, setting high expectations and monitoring and evaluating learning outcomes. The Deputy will:

2.1 Be an outstanding classroom practitioner, an excellent role model to all staff and reflect a high level of professional teaching for students.

2.2 Support subject leaders and class teachers in their work to establish a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their learning.

2.3 Demonstrate and articulate high expectations for all.

2.4 Instill a strong sense of ownership and accountability from staff for the impact their work has on pupils’ outcomes.

2.5 Monitor, evaluate and review classroom practice and management improvement strategies.

2.6 Analyse and interpret data to inform classroom practice across the school.

2.7 Develop strong partnerships with parents and carers to support students’ achievement and personal development.

2.8 Take a strategic role in the development of new and emerging technologies, to enhance and extend the learning experience of pupils.

2.9 Keep up to date with local and national initiatives and research options for developments in educational excellence.

3. Operational Management

As a senior leader, the Deputy will ensure that the school, staff and resources are organised and managed to provide an efficient, effective and safe learning environment. As directed by the Headteacher, the Deputy will:

3.1 Produce and implement clear, evidence-based improvement plans and policies for the development of the school.

3.2 Ensure strong systems are in place for the smooth day-to-day running of teaching and learning, including, as required, timetable, rotas, supply cover etc.

3.3 Promote extracurricular activities in accordance with the educational aims and ethos of the school.

4. Staff Development

The leadership of the school is responsible for building a professional learning community to enable all staff to achieve. The Deputy will:

4.1 Manage positive working relationships with all staff.

4.2 Motivate and challenge all staff to maintain high expectations of professional standards and behaviour.

4.3 Make possible the distribution of leadership throughout the organisation by forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

4.4 Commit to his/her own professional development through NPQSL and/or NPQH.

5. Securing Accountability

Senior Leadership is accountable to a wide range of groups, including The Cranmer Education Trust, local governance, pupils, parents and carers. The Deputy will:

5.1 Ensure that staff responsibilities are clearly defined and understood.

5.2 Present St George’s performance and other school developments to a range of audiences.

5.3 Welcome strong governance and actively support local governance to understand its role and deliver internal and external accountability – in particular, its functions to hold the leadership to account for pupil performance.

6. Safeguarding

East Crompton St George’s school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Deputy will:

6.1 Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

6.2 Ensure that the child protection and safeguarding policies and procedures adopted by the Trust and local governing body are fully implemented and followed by all staff.

6.3 Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding related responsibilities effectively.

7. Equality

The Deputy will work with the Headteacher to ensure that:

7.1 The school reflects a vibrant and inclusive ethos which actively values and promotes diversity, community cohesion, and supports pupils in their development as good friends, neighbours and citizens.

7.2 Any discrimination is actively challenged and addressed.

8. Ethos

The Deputy will uphold, model and promote the distinctive Christian ethos of the school.

9. Deputize

The Deputy will deputize for the Headteacher, as required.

10. Other Duties

The Deputy will undertake other reasonable duties at the request of the Headteacher.

11. Specific Areas of Responsibility

We would like our new Deputy to focus, in the first instance, on maths, which is an area where our children underachieve. The Deputy does not need to be a maths specialist. The Trust has a maths lead, based in Mayfield Primary School, who works for 2 days per week in each school, training teachers in mastery pedagogy and developing interventions, if required, for Year 6 pupils and training staff to lead these. Through our work with the NW1 Maths Hub, we have ready access to centres of excellence for maths mastery. What we are looking for is an excellent teacher, with some leadership and management experience and skill, to work with the maths lead to embed the training in the curriculum, pedagogy and culture of St George’s.

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

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**Job Description & Person Specification**

|  |  |  |
| --- | --- | --- |
| Deputy Headteacher | Essential/  Desirable | How identified  (A/I/S/R)\* |
| **Qualifications** |  |  |
| Qualified Teacher Status | E | A |
| Degree | E | A |
| **Professional Development** |  |  |
| Evidence of leadership training and professional development | E | A |
| **Experience** |  |  |
| Our Deputy must have successfully gone through Threshold. Appraisal should reflect that s/he is a practitioner who fully meets and exceeds the expectations of an Upper Pay Spine Leader | E | A/R |
| Evidence of successful leadership and management, e.g. of a subject, or phase, or school improvement priority, which will probably include experience as a senior leader with responsibility for staff management and development | E | A/R/S |
| Evidence of successful management and administration of a school process or system requiring organisational skills and effective communication | E | A/R/S |
| Evidence of teaching in more than school | D | A |
| Experience of teaching in more than one Key Stage | E | A/R |
| **Skills** |  |  |
| Ability to lead by example and provide a clear direction for a wide range of stakeholders | E | A/I/R |
| Ability to work as part of a team, lead a team and motivate others | E | A/I/R |
| Ability to speak publicly including leading staff teams, parents and children in curriculum training and development | E | I/R |
| Good written communication skills | E | A/I |
| Committed to the protection and safeguarding of children and young people. |  |  |
| Confident in the use and development of ICT | E | A/R |
| Ability to support teachers to prepare data, analyse a range of data and ensure effective gap analysis for next step provision | E | A/I/R |
| Ability to monitor and evaluate teaching and learning and implement strategies for improvement and development | E | A/I/R |
| Ability to solve everyday problems by using initiative and flexibility | E | A/I/R |
| Excellent organisation and time management skills | E | A/I/R |
| Ability to work under pressure, remain calm and resilient | E | A/I/R |
| Ability to manage challenging situations and/or difficult conversations | E | A/I/R |
| Ability to investigate, resolve problems and make decisions | E | A/I/R |
| Ability to manage pupil behaviour effectively | E | A/I/R |
| **Values** |  |  |
| Open and person-centred | E | I |
| Able to model and uphold with integrity the Christian ethos of the school | E | A/I |
| Demonstrate an understanding and empathy for the needs of pupils at St George’s and how these could be met. | E | I |
| Commitment to a high level of pastoral care | E | A/I/R |
| Committed to working within the CET, the collaborative ethos and values of the CET | E | A/I |
| Energy and enthusiasm | E | I/R |
| Flexibility | E | A/I/R |
| Resilience | E | A/I/R |
| A positive outlook and “can do” approach | E | A/I/R |
| Commitment to continuing personal professional development | E | A/I/R |

**A= Application I= Interview S = Selection Process R = Reference**