

Head Teacher: Laura Birkett

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Deputy Headteacher
Leader of Learning – Core aspect of school life
Leadership Scale L6-L12

Job Description:

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation including the teacher Standards and the school's articles of government.

This job description is to be performed in accordance with the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school

This job description may be amended at any time following discussion between the Headteacher/Team Leader and member of staff, and will be reviewed annually in response to the changing needs of the school.

Responsibilities and Core Aims:

- The post holder is responsible to their line manager and to the Headteacher and Local Advisory Board for his/her duties, responsibilities and teaching tasks.
- The post holder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Head.
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- The post holder will be responsible for the pastoral care and safeguarding of the children within their class or groups, ensuring that children's safety, wellbeing and welfare are at the forefront of all they do.
- The post holder will be responsible for the development and implementation of an engaging, accessible and relevant curriculum.
- The post holder will be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
- Under the overall direction of the Headteacher play a lead role:
 - in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
 - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
 - proactively manage staff and resources
- Take full responsibility for the school in the absence of the Headteacher
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Duties:**Shaping the future**

- In partnership with the Headteacher and Local Advisory Board establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the Headteacher manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to account

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond
- Organise and support the induction of staff new to the school and those being trained within the school
- Act as an induction coordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff

Managing the organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues

- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Headteacher

Securing accountability

- Lead and support the staff and Local Advisory Board in fulfilling their responsibilities with regard to the school's performance and standards
- Support the Headteacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Strengthening community

- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Qualifications

1. Qualified teacher status or recognised equivalent (application form)
2. Evidence of further professional development, e.g. National SENCo qualification, Middle leader or senior leader qualifications, e.g. NPQML, NPQDH, etc.

Experience – show evidence of

3. Recent experience of working successfully as a senior leader in a school for a minimum of 3 years
4. Evidence of major whole school responsibilities and experience of turning policy into effective and successful practice that impacts positively on pupil outcomes.
5. Leadership of a significant area or phase or inclusion including responsibility for raising standards across the whole school. Please be prepared to demonstrate and evidence your impact if invited for interview.

Professional Knowledge

6. A clear understanding of the essential qualities necessary for effective teaching and learning.
7. Up to date knowledge of statutory regulations and guidance relating to the post.

Professional skills

Can demonstrate the ability to:

8. Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement.
9. Develop and review whole school systems to ensure robust evaluation of school performance and actions to secure improvements.
10. Lead and manage a school team/s to successfully achieve agreed goals.
11. Be an effective team player that works collaboratively and effectively with others.
12. Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate).
13. Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate)

14. Demonstrate high quality teaching strategies.
15. Support, motivate and inspire both colleagues and pupils by leading through example.
16. Contribute effectively to the work of the Headteacher and senior leadership team.
17. Deal successfully with situations that may include tackling difficult situations and conflict resolution.
18. Work successfully with a range of external agencies.

Commitment

Demonstrate a commitment to:

- a. equalities
- b. promoting the school's vision and ethos
- c. high quality, stimulating learning environment
- d. relating positively to and showing respect for all members of the school and wider community
- e. ongoing relevant professional self-development
- f. safeguarding and child protection