



Westbourne Primary School

Job Description

Deputy Headteacher (Curriculum and Assessment focus)

Pay Range L16-L20 Outer London Leadership Scale

The following job description will be reviewed annually or as necessary in the event of changes to Government legislation or the changing needs of the school.

Westbourne Primary School is committed to safeguarding and promoting the well-being of children and young people. Thus, this appointment is subject to an enhanced DBS check.

Purpose

1) To work in partnership with the Headteacher and the other Deputy Headteacher (Pastoral and EYFS focus) to:

- Shape a vision for the school and implement strategies which enable the school to realise that vision.
- Ensure that all learners have access to the highest educational provision possible so that they achieve well as individuals, and that the achievement of the school as a whole is high.
- Develop a whole-school curriculum and ethos which effectively equips young people to play an active and responsible role in modern society.
- Develop positive and constructive relationships with pupils, parents, staff, trustees and external agencies in order to promote and sustain motivation and the desire to succeed.

2) To share in deputising for the Headteacher (in their absence) – both in representing the school and in the day-to-day responsibilities

Line Manager

Headteacher

Main Duties

To take a leading role in:

1) Attainment and Progress

- Analyse attainment data and track pupil progress, through the use of ICT, in order to play a significant role in whole-school target setting and the identification of school development priorities.
- Support class and team-based data analysis activities to ensure that pupils at risk of underachievement are identified and supported, and that all pupils are challenged at all times.
- Support the Leadership team in the quality assurance of the annual written reports.

2) Leadership and Management

Strategic Direction

- Formulate and actively promote the aims, ethos and vision of the school.
- Undertake a range of self-evaluation activities in order to assist the identification of the school's strengths and weaknesses.
- Assist in the drafting of the school improvement plan which addresses the areas of development identified through school self-evaluation; assist in monitoring its implementation and in evaluating its impact on learning.
- Develop, implement, monitor and maintain policies and practice which reflect the school's commitment to high standards of achievement.
- Assist the Senior Leadership Team in supporting other schools and in building collaborative relationships beyond Westbourne.

Leading and Managing Staff

- Contribute to the building of effective teams and teamwork across the school and provide effective leadership and management of teams as agreed with the Headteacher.
- Illustrate an active commitment to continued professional development and lead by example in this area. This post includes responsibility for co-ordinating professional development activities throughout the school.
- Lead groups and support colleagues in professional development activities and evaluate the impact of these on learning.
- Create, maintain and enhance effective working relationships in order to assist the school in the recruitment and retention of high- quality staff.

- Assist the Headteacher in the implementation of the school's appraisal arrangements.
- Organise timetables, cover and rotas on a termly and day to day basis.
- Take the lead in managing the school's website.
- Take responsibility for the day to day management and organisation of the school when the Headteacher is not present.

The Quality of Teaching and Learning

- Undertake a teaching commitment demonstrating excellent classroom practice across all phases of the school. This post is partly non class based, but includes a teaching commitment of approximately 2.5 days.
- Take a leading role in supporting the development of teaching and learning across the school in order to identify strengths and areas requiring further improvement.
- Lead by example and provide advice, support and guidance to colleagues in order to ensure that the quality of teaching and learning is consistently good or better throughout the school.

The Quality of the Curriculum

- Work in partnership with the Headteacher and Leadership team to develop an inclusive, stimulating, purposeful and challenging curriculum (within a knowledge-engaged approach) which meets the needs of all members of the Westbourne community.
- Work alongside the Headteacher and Leadership team to monitor and evaluate the school's curriculum to ensure continuity, progression and rigour in all phases.

Personal development, Behaviour and Safety

- Work with all members of the school community to implement and further develop the school's behaviour policy in order to achieve a positive, calm and industrious ethos throughout the school.
- Share responsibility for the organisation and leadership of whole-school assemblies and acts of collective worship.
- Act in the capacity of Deputy Designated Safeguarding Officer

Other Duties

- **Undertake any additional duties within the scope of this role as specified by the Headteacher.**