

**NORBURY SCHOOL**  
**DEPUTY HEADTEACHER**  
**JOB DESCRIPTION**



This is a brilliant opportunity to be part of an award winning school where you can help, shape, coach and inspire over 650 pupils, 85 staff, in a dynamic school where you will be inspired and where we will be inspired by you!

<b>Job Title</b>	Deputy Headteacher
<b>Grade</b>	L13-19
<b>Reports to</b>	Headteacher
<b>Core Responsibilities</b>	<ul style="list-style-type: none"> <li>To teach a class including all the responsibilities of a class teacher.</li> <li>To lead Teaching for Learning across the school.</li> <li>Manage the planning and delivery of the curriculum across the school.</li> </ul>
<b>Key Purpose of the job</b>	<ul style="list-style-type: none"> <li>To carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for deputy headteachers and the school's own policy.</li> <li>The Deputy Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.</li> </ul>
<b>Strategic Direction and Development of the school</b>	
	<ul style="list-style-type: none"> <li>To assist the headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.</li> <li>To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the headteacher, governors and other senior staff.</li> <li>To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the headteacher.</li> <li>To assist the headteacher in school self review and evaluation and in the effective planning and management of resources to secure improvements.</li> <li>Publicly supporting all decisions of the Headteacher and Governing Body.</li> </ul>
<b>Teaching and Learning</b>	
	<ul style="list-style-type: none"> <li>Be an 'outstanding' role model and act as a leading classroom practitioner and inspiring and motivating other staff.</li> <li>Working with the Senior Leadership Team and Headteacher to sustain high expectations and outstanding practice in teaching and learning throughout the school.</li> <li>Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for school improvement.</li> <li>To be involved in 'Learning Walks' and 'Team Teaching' with other members of staff to raise pupil's standards of achievement and to evaluate practice.</li> </ul>
<b>Leading and Managing staff</b>	
	<ul style="list-style-type: none"> <li>Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development.</li> <li>To be an exemplar of all school policies and practices.</li> <li>To support the Headteacher to lead in Appraisals of all staff.</li> <li>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 Appraisals.</li> </ul>

<b>Deploying staff and resources</b>	
	<ul style="list-style-type: none"> <li>• In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively i.e. timetables, deployment of HLTA's and supply staff.</li> <li>• To have a vision and independence to see what is required and plan and action for successful outcomes that are in line with the schools' ethos.</li> <li>• To participate in recruitment and selection, as agreed by the headteacher.</li> </ul>
<b>Accountability</b>	
	<ul style="list-style-type: none"> <li>• Supporting the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.</li> <li>• Promote and protect the health and safety and welfare of pupils and staff.</li> <li>• Take responsibility for promoting and safeguarding the welfare of children and young people within the school and beyond.</li> </ul>
<b>Specific Responsibilities</b>	
	<ul style="list-style-type: none"> <li>• Deputise for the Headteacher in her absence.</li> <li>• Manage and lead the Assistant Heads and Phase leaders particularly.</li> <li>• Take a major role in the day-to-day running of the school, attending daily and weekly meetings and leading them as required.</li> <li>• Contribute to a positive ethos for learning, undertaking your own research or professional studies.</li> <li>• Provide an exciting, stimulating and creative curriculum.</li> <li>• Promote the values and achievements of the school to the community.</li> <li>• Support the Headteacher and Governors in annual budget planning and monitoring.</li> <li>• To take whole school assemblies and other gatherings as required.</li> <li>• Undertake such reasonable activities that the Headteacher and Governors may from time to time require.</li> <li>• Willingness and aptitude to undertake further professional studies and qualifications.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> </ul>
Norbury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.	

DEPUTY HEADTEACHER PERSON SPECIFICATION	Essential/ Desirable
<b>QUALIFICATIONS</b>	
Qualified Teacher status.	E
Degree or equivalent.	E
Evidence of further professional development.	E
<b>EXPERIENCE</b>	
Successful teaching experience in the primary age range.	E
Substantial knowledge and understanding of learning and teaching at Key Stage 1/2/EYFS.	E
Recent experience of working successfully as a senior leader or middle manager in a school.	E
Leadership of a significant area or phase including responsibility for raising standards across the whole school and contributing to self evaluation and school improvement.	E
Experience of teaching in more than one key stage.	D
Experience of data analysis.	D
<b>KNOWLEDGE</b>	
A clear understanding of the essential qualities necessary for effective teaching and learning.	E
The principles of effective assessment for learning.	E
Confident in whole school self-evaluation.	E
Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.	E
Up to date knowledge & understanding of the current national education agenda.	E
Knowledge of current safeguarding child protection procedures.	E
Knowledge and understanding of the SEND Code of Practice and Inclusion	D
<b>SKILLS AND ABILITIES</b>	
Demonstrate outstanding practice.	E
Analyse data, evaluate pupil progress and plan an appropriate course of action for whole school improvement.	E
Inspire, challenge, motivate and empower others to carry the vision forward.	E
Lead and manage people to work towards common goals.	E
Ability to investigate, resolve problems and make decisions.	E
Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).	E
Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education.	E
Expecting and facilitating all children to reach their potential irrespective of social background.	E

Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care.	E
Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines.	E
<b>Personal Attributes</b>	
Creative, enthusiastic and proactive, keen to embrace new ideas and challenges.	E
Energy and enthusiasm – Be an active learner.	E
Confidence and excellent inter-personal skills.	E
Loyalty and confidentiality.	E
Committed to continuing professional development for self and others.	E