

Thomas Arnold Primary School

Job Description for Deputy Headteacher

The purpose of this post is to work with the Headteacher and the Leadership Team to support, deputise and assist by providing professional leadership and management, which secures a high-quality education for all in accordance with statutory requirements and supporting the development and implementation of the Schools Development Plan.

This job description includes Part 7 of 'The School Teachers' Pay and Conditions Document 2016' which refers to the exercise of General and Particular Professional Duties and working times.

To be responsible to the Headteacher

Shaping the Future

- Work with and support all stakeholders to create a strong, shared culture of learning within an inclusive environment where pupils experience a positive and enriching school life.
- Work with the Headteacher to implement plans and develop the school, monitoring and evaluating the quality of teaching and learning, to help ensure the highest standards across the curriculum.
- Communicate the school's vision compellingly and support the Headteacher and Senior Leadership Team to make a significant contribution to the school's continuing professional development programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities.

Teaching and Learning

- Inspire, motivate and influence staff and pupils, modelling and promoting the highest standards of teaching, learning and pupil discipline, ensuring the policy and practice is understood by staff and pupils clearly demonstrated by all adults in school.
- Provide guidance, support and coaching for staff, as agreed with the Headteacher, in order to improve the quality of education across the school.
- Assist in the planning of teaching groups and staff deployment
- Ensure consistent and accurate records are maintained throughout the school and statutory and school policies are met.
- Provide guidance and support to other members of staff in implementing curriculum plans, both by means of meetings and by working alongside individual teachers.
- Actively promote equality of opportunity by ensuring the school's curriculum provides the best possible education for all its pupils, considering all groups of pupils, including vulnerable groups
- To drive the strategic leadership of the school and lead by example with integrity, creativity, resilience, and clarity, drawing on your own scholarship, expertise and skills and of those around you, empowering all pupils and staff to excel.
- To secure outstanding teaching, through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupil's well-being.
- To demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff, for the impact of their work on pupil's outcomes.

- To develop a culture of 'open classrooms' and an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, as a basis for sharing best practice within and between schools.

Developing self and others

- Performance manage staff (as determined by the Headteacher), including carrying out appraisals and holding staff to account to the performance.
- Manage staff well with attention to workload and wellbeing
- Support staff to access appropriate, high standard professional development opportunities
- Seek updates with developments in education and engage in training and continuing professional development to meet own needs and needs of the school.
- As DHT you will provide a pastoral role for colleagues
- To support the Headteacher in creating an outward-facing school, seeking out, creating and maintaining effective partnerships with other schools, professionals, organisations and the Local Authority in a climate of mutual challenge to champion best practice.
- To present a coherent and accurate account of the school's performance to a range of audiences including governors, the Local Authority, parents and carers.
- To combine the outcomes of regular school self-evaluation with external evaluations to develop the school.
- To develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- To shape the current and future quality of the teaching in school through sustained professional development for all staff, including ECTs and trainee teachers.
- To support the Headteacher in modelling innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- To inspire and influence others within and beyond the school to believe in the fundamental importance of education in young people's lives and to promote the value of education.
- To provide opportunities for the development of all staff, by engaging in collaborative initiatives, facilitating and training staff, leading innovation and supporting both formal and informal CPD.

Leadership and Management

- Assist the Headteacher in all aspects of the day-to-day administration and organisation of the school, this will include daily organisation, management of timetables and rotas.
- To deputise in the absence of the Headteacher.
- Contribute to the policy and strategic development of the school, including assisting in formulating the School Development Plan priorities
- Assist the Headteacher in school self-review and evaluation and in the effective planning and management of school resources to secure improvements
- Participate in recruitment and selection, as agreed with the Headteacher
- Provide an excellent role model for all members of staff and for pupils in all aspects of school life
- Establish and oversee systems, processes and policies so school operates effectively
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Identify problems and barriers to school effectiveness and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Ensure school improvement strategies are effectively implemented

- Play a key role in the school's pastoral system, supporting staff, pupils and parents when necessary
- Assist in facilitating good communication within the school and sustain the personal motivation of staff
- Members of the senior leadership team have a key role in guiding, planning and responding to school issues at both a micro (daily/immediate) and macro (long-term) level
- Support the Headteacher to further develop and implement a strong ethos for teaching and learning.
- Members of the senior leadership team will be required to lead curriculum, support phase leaders and subject leaders where necessary
- Members of the senior leadership team will be responsible for leading on and overseeing a phase

Communication and relationships

- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Develop and maintain good relationships with parents and the local community
- Attend regular meetings, in accordance with the school policy and to lead such meetings as required
- Take whole school assemblies and support staff with assemblies
- Work with the Governing Body as appropriate
- Work successfully with other schools and organisations, to promote collaborative learning and support
- To prepare and present reports, as required, to e.g. governors, parents, outside agencies
- To actively support strong governance to enable it to deliver its functions effectively and attend all Governing body meetings.
- Attend occasional meetings, parents evening and events during evening hours as required
- To provide excellent extended provision and facilitate and support successful pupil transition.

Safeguarding and promoting the Welfare of Children

- Assume the role of Safeguarding Lead (DSL) in line with Keeping Children Safe in Education and the responsibilities that role encompasses, following appropriate training.
- Ensure staff and pupils safety and welfare through effective approaches to safeguarding
- To liaise with parents, outside agencies and develop networks which support school development
- To support the Headteacher in ensuring confidential record keeping within the school

Other duties and responsibilities

- Members of the senior leadership team are responsible for monitoring and raising the quality of teaching and learning across the school; this includes analysis of, assessing correlation between planning, teaching and pupil outcomes.
- Support with budget monitoring for specific budgets
- Take a leading role in improving the involvement of parents, carers and the community in the life of the school
- To support colleagues in planning and delivery of the curriculum
- To be named as 'Key holder' for school premises and be a named person for out of school hours call out in an emergency
- Be an authorised signatory for the school bank accounts
- To undertake duties associated with the role, as delegated by the Headteacher

The responsibilities and areas of line management for all the senior team will be determined by the Headteacher, in line with the schools strategic and operational priorities and can be subject to change. Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are neither exclusive nor exhaustive and the postholder. The Headteacher may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties