



Job Description

New Marston Primary School

Job title: Deputy Headteacher
Salary: Leadership Scale 8-12
Contract type: Permanent, full time
Reporting to: Headteacher

The Deputy Headteacher:

- works alongside the HT to ensure all pupils and staff receive the best experiences and opportunities to develop during their time at New Marston School
- supports the HT with the overall organisation, management and conduct of the school
- leads by example, with integrity, confident authority, a sense of fun, kindness, creativity, focus and resilience.
- ensures the school's compliance with relevant legislation, including but not limited to that relating to safeguarding, health and safety and teaching and learning

School Organisation, Strategy and Development

Working with the Headteacher, the DHT will:

- set, communicates and maintains the school's values and ethos
- develop, motivate and manage the staff team

Teaching and Learning

The Deputy Headteacher will support the HT to:

- lead and manage teaching and learning in the school to identify, model and develop excellent teaching consistently, throughout the school
- build and maintain a learning environment in which pupils' behaviour is exemplary, their curiosity for learning is engagingly stirred and expectations of all pupils and staff are high.
- work with the SLT to determine, organise and implement a broad, balanced curriculum and its assessment
- systematically monitor and evaluate the quality of all teaching and learning in the school, setting challenging, realistic targets for improvement



- use internal and external data (including from assessment, moderation and peer review) to monitor impact and identify areas for improvement
- prioritise the closing of attainment and progress gaps for identified groups, including pupils in receipt of pupil premium funding
- oversee the provision of appropriate, high quality teaching and learning for pupils with special educational needs and disability
- monitor the progress and attainment of all groups in all subjects and works with staff to make timely impactful intervention to benefit pupils when gaps emerge
- understand the factors likely to affect pupils' learning, analyses these in the context of the school, and helps staff to develop appropriate strategies to promote positive learning behaviour
- maintain up-to-date knowledge of education systems locally, nationally and globally

Leadership and Management of Staff

The Deputy Headteacher will support the HT to:

- develop and maintain respectful relationships with all staff, acting with integrity, care and fairness
- delegate effectively, giving other staff responsibility to lead throughout the school, including (for example) line management and undertaking appraisals for teaching and support staff, taking lead responsibility for individual school priorities, phase and subject leadership
- take specific actions to empower staff to maximise their contribution to school improvement and performance
- champion the school's staff team, taking action to manage workload
- plan and lead (or delegates) whole-school staff development activities (e.g. on INSET days) that are relevant and engaging
- carry out succession planning for key roles at New Marston
- design and regularly review the effectiveness of the staff structure
- lead necessary change thoughtfully, winning staff over and 'bringing people with them'
- ensure appraisal objectives are set for all staff and that these are linked to both pupil achievement and personal development
- promote and monitor staff well-being, including by regular surveys of all staff; intervenes in a timely manner, taking action if required in a supportive and timely manner
- set clear expectations regarding standards of conduct by staff
- protect the school by taking advice from HR professionals when appropriate
- if necessary, lead on staff disciplinary matters

Communication

The Deputy Headteacher will:

- be a skilled oral and written communicator
- speak to pupils in a way that makes them feel valued and involved in the life of the school
- communicate clearly with all staff, using appropriate methods, ensuring no one is left out
- keep parents and carers informed and engaged through high quality communications that



celebrate the life of the school

- ensure communication relating to disciplinary matters, including fixed term exclusions, is clear, concise and understood by parents and carers
- maintain open communication with the school's Parent groups

Accountability

The Deputy Headteacher will work with the HT to:

- ensure that staff recognise that they are accountable for the success of the school and are clear what their role is, and hold them accountable for their performance against appraisal targets
- role model a healthy work-life balance to the staff team
- report to the LGB and its sub-committees using agreed formats, giving appropriate consideration to producing concise reports that assist them in fulfilling their responsibilities
- be regularly visible in and available to the school community
- respond to contact from parents in a professional, timely manner
- be prepared for, and represent the school in, external inspections

Management of Resources

The Deputy Headteacher will work with the HT to:

- plan a sustainable staffing structure for the school
- take responsibility for the school's pupil premium strategy and ensure spending for the benefit of pupils in receipt of pupil premium and SEND funding

Health, Safety and Discipline

The Deputy Headteacher will support the HT to:

- be responsible, with other staff and LGB, for keeping children safe at New Marston School
- create a culture of health and safety compliance, risk awareness and danger reduction
- ensure the school's behaviour policy is fit for purpose and is consistently applied
- monitor and report behavioural incidents
- ensure the school's anti-bullying policy and procedures are fit for purpose and regularly addresses bullying through appropriate whole-school activity

Professional Development

The Deputy Headteacher will support the HT to:

- have responsibility for New Marston School staff members' professional development
- plan resource allocation and staff training on the basis of needs identified in appraisals and the schools objectives
- model continuing professional development in their own career



Working with Colleagues and Other Professionals

The Deputy Headteacher will:

- know when to involve other professionals
- be tenacious in seeking outside help for the school
- along with the HT, be the main contact point for police, the LADO, and other relevant professionals