



Post: DEPUTY HEADTEACHER

Pay range: L8-12

Responsible to: Headteacher

JOB DESCRIPTION

Purpose of Role

To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

The Deputy Headteacher will have delegated responsibilities which are both school wide and of considerable weight. This will be in addition to carrying out the professional duties of a teacher other than a Headteacher.

CORE PURPOSE AND ACCOUNTABILITY

- To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, reflecting its Muslim ethos and values
- Establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- Undertake the professional duties of the Deputy Headteacher reasonably delegated by the Headteacher.
- Undertake the professional duties of the Headteacher, in the event of her absence from the school.
- In partnership with the Headteacher and the Senior Leadership Team, provide professional leadership and management of teaching and learning throughout the school
- To provide shared professional leadership and management of School Development Plan priorities.

EXPECTATIONS OF ALL TEACHERS

- Uphold and promote the school's aims and values.
- Carry out the duties of a school teacher as set out in the Pay and Conditions Document and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers at Gatton Primary School.
- To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.
- Uphold the school's principles and policies which underpin good practice and the raising of standards.
- Work together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school.
- Take an active role in the school self-evaluation process.
- Actively undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self-evaluation and peer review.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

- Assist and support the Headteacher to consolidate, develop and implement the values and vision of the school in the daily activities and practices.
- Work closely with the Headteacher, staff and Governors in developing a broad and balanced curriculum that meets statutory guidelines.
- Work closely with the Headteacher, business and Governors to manage the budget.
- Work with other staff to promote high standards of teaching and learning, spiritual, moral, social and cultural development and promotion of British Values.
- Work with other staff to ensure continuity from one phase to another.
- Analyse all available data to identify patterns of underachievement and work with phase leaders and staff to take appropriate action to raise attainment.
- Co-ordinate curriculum initiatives and awards that promote the school within the community (e.g. Al-Risalah Trust events, BATCA, Healthy Schools Partnership, Active Schools Award).
- Liaise with outside agencies where necessary and provide the LA and DfE with information as required.
- As part of the senior leadership team work to improve standards in the school through the school development plan.
- Monitor, evaluate and review with the Headteacher and Assistant Headteachers the effectiveness of school policies, priorities and targets.
- Lead by example to inspire and motivate pupils, staff, parents and Governors in a shared vision and purpose for the school.
- Promote a positive ethos in the school based on high expectations of teaching and learning
- Work with parents to assist them to support pupil learning.
- Work with staff, pupils, governors and parents to secure commitment to the vision and direction of the school.

TEACHING AND LEARNING

- Work with other staff to promote high standards of teaching, learning, Islamically appropriate spiritual and moral development and pupil achievement.
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on pupils' learning and achievement.
- Develop whole staff, phase teams and individuals to enhance performance
 - ✓ Undertake coaching and mentoring
 - ✓ Plan, organise and deliver staff meetings, where necessary bringing in outside speakers
 - ✓ Keep abreast of the latest developments in the area and disseminate effectively to other members of staff
- Plan, delegate and evaluate work carried out by team(s) and individuals.
- Create, maintain and enhance effective relationships.
- Recruit and select teaching and support staff.
- Create, maintain and enhance effective relationships.

LEADING AND MANAGING STAFF

- Line management of the inclusion team (e.g. SENCO, LSAs and any who are focussed on addressing barriers to learning).
- Line management of TAs.
- Work with the Assistant Headteachers to co-ordinate the work of middle leaders as required.
- Work with the HR Officer to co-ordinate the work of the lunchtime staff.
- Ensure there is an induction programme in place for casual entrants.
- Monitor the resources that support the curriculum.
- Provide mentoring support to newly qualified teachers, ensuring that induction procedures are followed.
- Undertake the role of Staff Appraisal Reviewer.
- Work with the Assistant Headteachers to ensure that timetables are effectively and efficiently organised including assembly and playground rotas.
- Meet with and report to the Headteacher on a regular basis to ensure the efficient management of the school.
- Ensure good communications are maintained between staff through structured meetings and the regular dissemination of information.
- Actively promote constructive working relationships and a pleasant atmosphere within the school.

SECURING ACCOUNTABILITY

- Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors, Local Authority, external agencies and the DfE; ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community
 - ✓ Develop a school ethos and discipline which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
 - ✓ Work with the Governing Body (providing information, objective advice and support) to support it in meeting its responsibilities.
 - ✓ Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
 - ✓ Reflect on personal contribution to school achievements and take account of feedback from others.
- Make a measurable contribution towards achieving the goals, vision and targets of the whole school
- Engage all staff in the creation, consistent implementation and improvement of schemes of work and curriculum plans which encapsulates key school learning strategies.
- Provide guidance on a choice of teaching and learning methods/strategies
 - Coach and mentor
 - Model and demonstrate
 - Act as a consultant for other staff

- Exemplify good practice
- Undertake shared planning, team teaching etc.
- Develop and implement systems for recording individual pupil's progress.
- Evaluate the quality of teaching and standards of achievement, setting targets for improvement.

SPECIFIC DUTIES

- Deputise for the Headteacher in her absence.
- Take a major role in the day-to-day running of the school.
- Deliver the role of Deputy Designated Safeguarding Lead: To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
- Lead inclusion across the school.
- Lead a curriculum area.
- Actively promote constructive working relationships within the school and a pleasant, professional atmosphere that is in keeping with the School's Muslim ethos and values
- To be responsible for behaviour policy and practice across the school.
- Contribute to a positive ethos for learning.
- Provide an exciting, stimulating and creative curriculum.
- Promote the values and achievements of the school to the community.
- Co-ordinate and assist in leading assemblies.
- Advise on the school's resource needs and co-ordinate these resources.
- To take an active role in the Leadership Team, contributing to the development of identified areas leading to high standards of teaching.
- Effective use of resources and improved standards of learning and achievement for all children.
- To lead the Performance Management of a group of teachers.
- To identify and pursue leadership and management development opportunities (to be agreed and negotiated with the Headteacher who will give support throughout).
- To attend occasional meetings scheduled to take place outside the school day and term time calendar (e.g. meetings of the Leadership Team, attendance at Governing Body meetings and strategic planning meetings).

Any other duties as may be reasonably requested by the headteacher to reflect the changing needs of the school and the demands of the National Curriculum.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve. It will be used as a focus for the relevant post holder's appraisal.



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PERSON SPECIFICATION

E = Essential **D = Desirable**

Faith

- A practising Muslim or a person who is committed to affirming and developing the Muslim ethos of the school with an active commitment to Islamic Education (D)

Educational Qualifications and Training

- Qualified teacher status (E)
- Additional training and qualifications relevant to the role (E)

Experience

- A proven track record as an outstanding teacher (E)
- Have experience of teaching across the primary age range (D)
- Evidence of successful experience in a senior leadership and management role (E)
- Evidence of success in raising standards of attainment, including through effective use of data and target setting (E)
- Evidence of raising pupil achievement through improving the quality of teaching and learning (E)
- Evidence of successful experience in developing initiatives and managing change (E)
- Evidence of effective contribution to the school improvement plan
- Evidence of implementing effective strategies to bring about school improvement (E)
- Evidence of effective delegation to staff and effective follow-up to ensure tasks are completed well (E)
- Have some experience of budget management (D)

Knowledge and Understanding

- A clear understanding of the aims of a Muslim School (E)
- Knowledge of the curriculum for Early Years Foundation Stage, Key Stage 1 and 2 (E)
- In-depth knowledge of curriculum development and effective pedagogy (E)
- Excellent understanding of assessment, recording and reporting (E)
- Up-to-date knowledge and understanding of current educational issues (E)
- A knowledge and understanding of the legal requirements in respect of Special Educational Needs and Disability (E)
- Up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people. (E)
- Knowledge and understanding of the equalities agenda and its relevance to a school context including a clear appreciation of the needs of pupils from a variety of social, cultural and religious backgrounds (E)
- An understanding of the financial procedures and practices in school (D)
- An understanding of staff development processes and techniques, relevant to both teaching and non-teaching staff (E)

Skills

Leadership Skills

- Inspire and motivate pupils and parents to achieve the aims of the school (E)
- Ability to teach outstanding lessons that meet the needs of all pupils therefore act as an excellent role model for other staff (E)
- Ability to motivate and inspire staff across the school and guide and monitor their work (E)
- Set standards and maintain high expectations of staff and pupils (E)
- Contribute to the school's strategic direction in raising achievement (E)
- Ability to evaluate pupil achievement data and to effectively use it to support school self-evaluation and strategic planning (E)
- Ability to construct detailed action plans to address school development priorities and evaluate them using a range of monitoring evidence (E)

Decision Making and Communication Skills

- Ability to articulate and share a vision of primary education (E)
- Communicate effectively orally and in writing with pupils, staff, governors and the wider community (E)
- Coaching and mentoring skills (E)
- Willingness and ability to work using Information and Communication Technology (E)
- An ability to relate sensitively to parents, the local community and outside agencies (E)
- Ability to negotiate and consult effectively (E)

Self-Management

- Adapt to changing circumstances and new ideas (E)
- Prioritise and manage time effectively and cope under pressure (E)
- Ability to analyse situations, and prioritise and help to implement realistic solutions (E)

Personal attributes

- Honest and trustworthy with high levels of professional integrity (E)
- Sensitive, positive and able to foster good relations (E)
- Resilient, flexible and adaptable (E)
- Proactive and approachable (E)
- A team player with the ability to motivate and inspire staff and by being an excellent role model (E)