



Title of Post: Deputy Head Teacher	Salary: L10-14
Department: SLT	Line Manager: Headteacher

Overall Purpose of the Job:

1. To teach and undertake the professional responsibilities of the Deputy Headteacher as directed by the Headteacher.
2. To work with and support the Headteacher in the internal organisation and management of the school.
3. To support the supervision of teaching and associate staff in accordance with their conditions of service.
4. To inspire high quality teaching and learning through the modelling of outstanding primary practice meeting all the varied additional needs of children at this school.
5. To provide, in partnership with the Headteacher, high level leadership to secure high standards of education and achievement for all members of the school community.
6. To take full responsibility for leading and managing significant aspects of the school under the overall direction of the Headteacher.
7. To formulate the aims and objectives of the school:
 - taking a lead in school improvement initiatives
 - providing support for the welfare of pupils, health and safety, behaviour and wellbeing
 - monitoring progress towards their achievement and leading the school in managing the curriculum and its assessment
 - establishing policies through which they shall be achieved
 - maintaining high professional standards and demonstrating a leadership influence with pupils, parents and staff
 - taking full responsibility for the school in the absence of the Headteacher

Key Areas:

- 1) Leadership and Management
- 2) Managing and Developing Staff
- 3) Pupils
- 4) Teaching and Learning
- 5) Resources and Budget
- 6) Premises
- 7) Governing Body, Parents and Community

1. Leadership and Management

- Support and deputise for the Headteacher
- Manage the performance of teachers and teaching assistants, with the Headteacher
- Treat people fairly, equitably, with dignity and respect to create and maintain a positive school culture

- Contribute to a collaborative learning culture within school and actively engage with stakeholder and outside agencies to build an effective learning community
- Assist in the development and maintenance of effective strategies and procedures for staff induction, professional development and appraisal review
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- Take a lead in initiatives, promoting and modelling best practice
- Work with the Headteacher and Governors in strategic planning including work on the School Development Plan and the school self-evaluation process
- Lead staff meetings, staff development sessions and team meetings as appropriate and be responsible for ensuring these are planned effectively and relevant actions are agreed and followed up
- Support in meeting the additional needs of all identified pupils
- Lead pupil progress meetings, with identified teachers

2. Managing and Developing Staff

- Lead professional development of staff both through INSET and by example
- Support staff to maximise their contribution to raising standards and ensuring constructive relationships at all levels
- Assist in planning, allocating, supporting and evaluating the work undertaken by groups, teams and individuals as required and acknowledge/ celebrate the responsibilities and achievements of individuals and teams
- Support trainee and newly qualified teachers when required to do so

3. Pupils

- Undertake responsibility for the effective teaching and learning of a class or classes or groups of pupils in the school, ensuring that the pupils have an appropriate, broad and balanced education in line with school policy and legal requirements of the National Curriculum (as determined by the Headteacher)
- Take responsibility for the welfare of all pupils in the absence of the Headteacher
- Encourage a consistent, positive approach to the pastoral welfare of all pupils
- Promote expectations of good behaviour of all pupils working with the colleagues, parents and the community
- Set the highest possible standards of classroom practice and management, setting an example to other colleagues
- Actively promote the spiritual, moral, cultural, social, intellectual, and physical development of pupils
- Encourage among class teachers a consistent, positive and inclusive approach to managing behaviour and pastoral welfare of all pupils
- Take responsibility for tracking and supporting colleagues in the target setting process for all pupils, including the analysis of assessment data in partnership with the Headteacher and SENDCo

4. Teaching and Learning

- In partnership with the leadership team, lead curriculum innovation and practice and take a leading role in monitoring, reviewing and evaluating the curriculum to ensure that provision expectations and standards are high
- Liaise with the Headteacher and Leadership Team with regard to the production, implementation, evaluation and revision of school organisation, policy, planning, assessment and moderation
- Keep up to date with new initiatives, attending Inset courses where appropriate and disseminating information to staff
- Act as the school's assessment coordinator, developing effective strategies across the school
- Evaluate and develop systems for assessment, recording and reporting pupils' attainment and progress

5. Resources and Budget

- Involvement in all aspects of the school's development and improvement and assist the Headteacher, Finance & Operations Manager and Governors in setting the school's budget in line with the School Improvement Plan
- In liaison with the Headteacher, be responsible for a budget relating to a specific area
- Advise the Headteacher about resource needs, as appropriate

6. The Site and Premises

- Assist in supporting the Trust's Health and Safety policy and advise the Headteacher of any known concerns
 - Liaise with appropriate agencies as and when necessary in conjunction with and on behalf of the Headteacher
 - To take necessary and appropriate action in the absence of the Headteacher
7. The Governing Body, Parents and the Community
- Responsible for inclusion, developing our extended schools provision, working with parents and the community, High schools, other education providers and PRUs as necessary to support effective transition and integration
 - Work with the Headteacher and develop an effective professional relationship that is beneficial to the school and staff
 - Attend Governing Body meetings and Committee meetings as appropriate
 - Support and assist in the continued promotion of positive, effective relationships between schools/ parents/ Governors/ Community/ localities
 - Continue to develop and maintain links with the Trust, the LA, BBEST and other outside agencies

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher
- As part of the wider duties and responsibilities, the Deputy Headteacher is expected to promote and actively support the school's responsibilities towards safeguarding.
- As an essential: A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Criteria		Essential/ Desirable	How Assessed
Education and Qualifications:	Qualified Teacher Status	E	A/I
	Commitment to continued professional development	E	
Experience:	Variety of teaching experience within the primary age range	E	A/I
	Experience of working in more than one primary school	D	
	Experience of performance management/ leadership role in primary education	E	
	Experience of curriculum development and planning	E	
	Experience of leading meetings and staff training	E	
	Experience of monitoring the quality of teaching and learning, feeding back to colleagues, securing improvement	E	
	Experience as a reviewer under performance management arrangements	D	
General and Special Knowledge:	A clear understanding of how students learn	E	A/I

	Ability to demonstrate exemplary teaching skills, including the ability to share and develop good practice	E	
	Knowledge of effective assessment procedures and strategies and how to interpret the data in order to raise standards	E	
	Knowledge of school self-evaluation procedures and strategies	E	
	A clear understanding of the role of Deputy Headteacher	E	
	Able to set clear objectives and prioritise	E	
	Ability to make decisions, inspire, motivate and lead others	E	
	Effective interpersonal skills and ability to manage and implement change	E	
	Ability to be creative and imaginative in providing solutions to problems	E	
	Knowledge of current educational issues and developments	E	
Additional Factors:	Willing to contribute fully to the life of the school and an interest in promoting enrichment and extracurricular activities	E	A/I
	Commitment to work in partnership with the Headteacher, Governors, Parents and the local community	E	

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications (QTS)
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: April 2021

Signature of Teacher:

Date:

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the “Selection Process”, this may involve written exercises, group discussions, presentations, interview, etc.