**Archbishop Sumner CE Primary School**

**Job Description**

**We will work together to ensure each child in our school achieves their full potential**

**as a child of God and a valued member of the community.**

**Post Title:** Deputy Headteacher

**Responsible to:** Headteacher

**Salary:** Leadership L7-L11 (5-point range)

**1. Purpose of the post**

1.1 Undertake, in the absence of the Headteacher, the professional duties of a Headteacher as laid down in Teachers’ Pay and Conditions

1.2 To take actions and make decisions in accordance with the Aims and Values of the school and the School Improvement Plan

* 1. To support all staff in the development of their roles
  2. Undertake a significant leadership role as required by the Headteacher (curriculum or pupil welfare). The Teachers Pay and Conditions Act 1991 determines the professional duties of a deputy Headteacher, currently laid down in the School Teachers Pay & Conditions Document.

**2. General requirements**

2.1 The duties outlined in this job description may be modified by the Headteacher, with your agreement to reflect or anticipate changes in the job, commensurate with the salary and job title

**3. Teaching and Learning**

3.1 Demonstrate excellent classroom skills across the primary age range. Teaching responsibilities are to be agreed with the Headteacher (non-class based)

3.3 Carry out teaching duties in accordance with the school's schemes of work and National Curriculum

3.4 Liaise with colleagues to deliver units of work in a collaborate way

3.5 Work with teaching assistants and the SENCO

3.6 Set targets for student attainment levels

3.7 Set work for students absent from school

3.8 Demonstrate good practice in the teaching areas of responsibility

**4. Assessing and reporting**

4.1 Record students' work

4.2 Maintain lesson evaluations

4.3 Mark and return work within agreed time span, providing feedback and targets

4.4 Provide assessment reports to monitor student progress

4.5 Liaise with parents and attend consultation evenings

4.6 Work within the Code of Practice relating to Special Educational Needs

**5. Personal/pastoral responsibilities**

* 1. Motivate and support children and staff by personal example
  2. Uphold and promote the Christian ethos of the school

**6. Leadership and Management, Organisation, Curriculum Support**

* 1. Support and deputise for the head teacher
  2. Understand issues relating to the organisation, ordering and funding of resources
  3. Support and uphold the school's policies on behaviour, discipline and bullying
  4. Demonstrate a thorough knowledge of the National Curriculum, and be an exemplar of school policies and practice.
  5. Liaise with the Inclusion Manager to support the raising of standards and achievement in the school.
  6. Take responsibility for a core curriculum area
  7. Lead in the development, implementation and evaluation of the schools’ planning, assessment and recordkeeping procedures.
  8. Contribute to Continuous Professional Development in accordance with the priorities identified in the School Improvement Plan and Performance Management requirements, to create a learning culture.
  9. Assist the Headteacher in ensuring that there is an effective programme of support and challenge that ensures teaching and learning are of the highest quality.
  10. Lead in the collation and analysis of data throughout the School to be used for school and pupil improvement
  11. Monitor and evaluate pupils’ learning, and where appropriate, appraise colleagues’ work
  12. Monitor work carried out by individuals, teams and self, in order to improve the performance of the school
  13. Share responsibility with the Headteacher for attendance at meetings of committees of the governing body and to attend committee and/or full governing body meetings as appropriate
  14. Establish and maintain organisational strategies
  15. Support development and implementation of the school’s equal opportunities policy
  16. Ensure necessary administration requirements are fulfilled
  17. Undertake any professional duties of a Headteacher which may be delegated by the Headteacher
  18. Coordinate the delivery of health and safety policies
  19. Contribute to staff development activities
  20. Coordinate whole-school events
  21. Support and manage the performance of teaching assistants

**7. Standards/Quality Assurance**

7.1 Support the aims and ethos of the school

7.2 Set a good example in terms of conduct, punctuality and attendance

7.3 Be calm and flexible when dealing with pupils, staff and parents, in accordance with the behaviour policy of the school

7.4 Develop and strengthen links with governors, the LA and neighbouring schools.

7.5 Participate in parent evenings and whole-school/wider events

7.6 Uphold the school's behaviour code and uniform regulations

7.7 Participate in staff training

7.8 Lead and attend team and staff meetings

**8. Equal Opportunities**

8.1 To implement the Council’s Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council’s service.

8.2 To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010

**9. Safeguarding**

9.1 To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

9.2 To work with the DSL team to ensure the highest standards of communication in keeping pupils and staff safe.

**10. Health and Safety**

* 1. To work in compliance with the School’s Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
  2. To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

**11. Data Protection**

11.1 When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Regulation (GDPR) Act 2018 for the security, accuracy, and significance of personal data held on such systems.

**Archbishop Sumner Primary School**

**Person Specification**

**Post Title: Deputy Headteacher**

**1. Qualification**

Qualified Teacher Status

**2. Experience**

* Experience of working as a senior leader in the Primary phase
* Evidence of substantial sustained high quality teaching across the primary school age range
* An ability to demonstrate the highest level skills in classroom organisation and management leading to the promotion of good behaviour and discipline across school
* An ability to differentiate the curriculum leading to high levels of achievement for children who have a diversity of needs and interests (and the ability to support colleagues in developing precision differentiation)
* Considerable experience and expertise in developing practice in assessment and record keeping at whole school level to secure improved levels of pupil achievement and accelerated progress
* Experience of analysing pupil assessment data and using this to inform classroom practice and the deployment of additional resources
* Knowledge of ways in which links with external agencies can be used to extend learning opportunities for pupils.
* High level personal organisation and time management skills
* A full understanding of the National Curriculum, including the Early Years Foundation Stage, and its implementation
* An awareness of recent national initiatives aimed at raising achievement and school improvement strategies
* A strong commitment to community links and the ability to confidentially engage with stakeholders
* An ability to establish positive working relationships with colleagues and pupils through modelling very high levels of professionalism, commitment and integrity
* A firm commitment to Equal Opportunities
* Evidence of further training in leadership and management.
* A high level of initiative, self-awareness and interpersonal leadership skills
* A sensitive and empathetic approach to conflict resolution
* Ability to identify and solve problems
* Willingness to initiate and support community projects, parent association groups and working parties

**3. Personal Qualities**

* The ability to set a positive example to colleagues
* Strong desire to progress professionally
* Demonstrate enjoyment of working with children and adults
* Approachable, fair and consistent
* Able to identify the need for strategic action and act determinedly when necessary
* Positive and enthusiastic personality
* Able to work effectively under pressure and manage competing priorities
* Sense of humour

**4. Desirable Requirements (Selection Criteria)**

* Experience as a member of a senior leadership team
* Evidence of continuous professional development.
* Experience of leading a core subject at primary phase
* Significant experience of leading lesson observations and providing quality feedback to teachers
* Evidence of having successfully managed a budget
* Experience of the staff recruitment process

**5**. **Safeguarding**

* + Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
  + Some experience and/or understanding of the provision of nurture support.
  + Ability to work as part of a safeguarding team through effective communication in order to keep staff and pupils safe.