



JOB DESCRIPTION

Job Title: Deputy Headteacher of Primary

School/Service: St Mary's & St John's CE School

Reports to: Primary Headteacher and Primary Executive Headteacher

Pay Scale: Leadership 10 – 14

Location: Neale House, Prothero Gardens, NW4 3SL;
Bennett House, Sunningfields Road, Hendon, NW4 4QR (as required)

Job Purpose:

Support the Primary Headteacher in providing professional leadership for SMSJ, which strives for outstanding achievements and continuous improvement, ensuring high quality education for every pupil.

Key Responsibilities:

Main Purpose of the role

- Actively participate in whole school self-evaluation and school improvement planning.
- Together with other senior leaders, evaluate and monitor our curriculum and the quality of teaching and learning to ensure a high standard of provision for all pupils across the school.
- Line manage and appraise identified teaching and support staff.
- Lead, manage and develop core subject curriculum leaders and their progress.
- Support the planning of allocated year groups as well as teach, assess and lead lessons across the school most likely within SATS year groups.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Plan and lead the transition between Year 6 and 7 for our first cohort moving into the secondary phase of our all through school.

- Deputise for the Primary Head of School in his absence.
- Take a major role in the day-to-day running of the school, attending daily and weekly meetings and leading them as required particularly the operational management of Bennett House where Years 5 and 6 are based with Years 7 and 8.
- In addition, carrying out the duties of a class teacher as outlined in the Teacher's Standards, the Deputy Headteacher will be expected to carry out the following where appropriate:

Strategic Direction and Development of the School

- To assist the Primary Executive Headteacher and Headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
- To play a significant role in setting aims and objectives for the school and in formulating the Academy Development Plan along with the Primary Executive Headteacher, Primary Headteacher, governors and other senior staff.
- To take responsibility for developing and monitoring policy and practice as laid down in the Academy Development Plan, and in agreement with the Primary Executive Headteacher.
- To assist the Primary Headteacher in school self-review and evaluation and in the effective planning and management of resources to secure improvements.
- Publicly supporting all decisions of the Primary Executive Headteacher, Primary Headteacher and Governing Body.
- Monitor and take actions under guidance from the Primary Headteacher.
- Take a positive and active part in the Senior Leadership Team.
- Manage Curriculum Leaders ensuring school improvement in key subject areas with a particular focus on English across the school.
- To ensure policies are translated into practice by the team and that you bring to the attention of the Primary Headteacher any which may need revisions or amendments.

Teaching and Learning

- Be an outstanding classroom practitioner and role model for pupils and other staff.
- To be an effective role model and mentor for all staff in terms of planning, teaching, assessment for learning and classroom management.
- Support the Primary Headteacher in monitoring and reviewing the curricular provision in the school in terms of:
 - Breadth and balance ensuring that the schools' curriculum map.
 - Quality of learning and teaching with responsibility for improved pupil outcomes through learning walks.
 - Analyse and interpret relevant school, local and national data, reviewing pupil progress and to use this information to set challenging curriculum targets in relation to ensuring the very large majority of pupil's reach ARE and their own targets as well as reducing the gap between vulnerable groups.
 - Ensuring all children are prepared for statutory assessments.
 - Ensure appropriate evidence is prepared for external moderation.
- To be proactive in communication with parents, carers and the local community.
- Leading curriculum mornings for parents particularly in KS2.

- Establish, manage and expect high standards of pupil behaviour.
- Develop innovative learning environments and displays around the school.
- Develop consistent assessment practice throughout the school.
- To organise and monitor a peer coaching model to continue to improve the quality of Learning and Teaching across the school.
- Work closely with secondary staff to maintain high expectations throughout Bennett House.

Leading and Managing Staff

- With the Primary Headteacher, manage continued Professional Development for all staff and evaluate the impact that it has on pupils' learning.
- Attend regular leadership meetings focusing on school improvement (these are scheduled during the school day)
- Mentoring and coaching members of staff to develop their classroom practice including trainee teachers and ECTs.
- Leading the SCITT programme across the school and supporting trainees effectively.
- Securing and embedding the pastoral and behavioural support systems present in the school.
- To lead on Assessment, producing reports for the leadership to take actions on.
- To manage the delivery of reports to parents to ensure they are up to date on children's progress.
- To organise regular assessment and moderation meetings with other schools building partnerships and networks in order to develop our own practice.
- Leading specific CPD sessions for staff under the guidance of the Primary Executive Headteacher and Headteacher.
- To assist in the smooth running of the school at all times particularly pick up and drop off times, lunch times, including being responsible in the absence of the Primary Executive Headteacher and Primary Head of School.
- With the Primary Headteacher, manage data throughout the school, with the aim that there is clarity of pupil achievement. If pupils are not reaching at least the expected rate of progress create and implement a plan to rectify this.
- Support the Primary Headteacher in ensuring staff morale and wellbeing is high.
- Liaising with secondary school teachers and supporting them with curriculum design for Year 6 and 7 in particular.

Deploying staff and responsibilities

- In consultation with, and by the direction of the Primary Headteacher, deploy people and resources efficiently and effectively i.e., timetables, deployment of HLTA's and teaching assistants as well as organising cover when support is required.
- To participate in recruitment and selection, as agreed by the Primary Executive Headteacher.

Other Responsibilities

- Contribute to a positive ethos for learning and improvement.

- Provide an exciting, stimulating and creative curriculum by regularly reviewing it alongside curriculum leaders and making key changes when needed.
- Promote the values and achievements of the school to the community through managing and leading updates on the website, writing articles for the newsletter, social media promotion.
- To take whole school assemblies when required.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

Accountability

- Maintain a record of how you have moved your agreed areas forward.
- If appropriate write and deliver a report to the Governing Body that evaluates the progress that your work has had on supporting the pupils' learning.
- Assist the Primary Headteacher to ensure that staff understand and support the school's aims and objectives.

Professional Behaviour

- To maintain high standards of professional behaviour towards colleagues and students.
- To lead by example and to follow the Academy's dress code and code of conduct.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach and to be prepared for the unusual.

Other Specific Duties

- Work closely with all members of the leadership team in a professional manner and undertake other reasonable duties as may be requested by the Primary Executive Headteacher and Primary Headteacher and recognise changes to this job description as the school develops.
- To play a full part in the life of the school community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements as a Church School.
- To have a record of excellent health, attendance and punctuality.
- To lead on organising and attending PTA events which support fundraising opportunities of the school.

This Job Description is current at the date shown but, in consultation with you, may be changed by the Primary Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.

March 2024

