

## **Job Description**

**Post:** Deputy Head of School – Palace Fields Primary School

**Salary:** L3 – L7

**Responsible to:** Head of School (Palace Fields)

### **Core Purpose of the Deputy Head of School:**

To work under the direction of the Head of School to take a major role in securing outstanding outcomes for all students in the school.

### **Responsibilities**

*To be accountable to the Head of School for:*

- The quality of specific elements of the provision, progress and outcomes for students of the school through robust monitoring, evaluation and reporting of these to the Head of School, Executive Principal and wider leadership team;
- Supporting the effective day to day management of the school;
- The effective implementation and embedding of agreed elements of the vision, principles and/or policies within the school;

*The Deputy Head of School will:*

- Lead aspects of school management and, in the Head of Schools absence, deputise for the Head of School, as directed by the Executive Principal
- Formulate agreed strategies to help to secure a positive transition across Key stages for children and parents;
- Support the development of the school as a centre of excellence and innovation in learning;
- Formulate approaches to develop a rich partnership with families and community to build an aspirational learning community;
- Work closely with the Head of School to implement the vision and strategic direction of the school;
- Evaluate agreed elements of pupil progress and outcomes and the quality of teaching and learning, and report this to the Head of School as required;
- Promote The Heath Family (NW) Multi Academy Trust and the development of effective and productive relationships with a wide range of stakeholders.
- Drive and inspire a passion for learning in every member of the school community;
- Line manage specific staff within the school;
- Coach, mentor and motivate a cohort of staff to build a culture of personal responsibility, high levels of commitment, standards and drive for success;
- Provide a model of outstanding practice to all staff in teaching and school leadership;
- Ensure consistent implementation of the appraisal policy and other systems of quality assurance and professional development of a designated cohort of staff;
- Support the effective recruitment and selection of staff in line with trust policy and in agreement with the Head of School;

- Keep informed of developments within relevant curriculum areas, to ensure that they are rich, relevant, and inspirational and contribute to outstanding educational and whole-person outcomes;
- Be part of the School Senior Leadership Team and take an active part in Trust wide leadership activities;
- Have due regard for the effective and efficient use of resources;
- Always seek to improve the quality of teaching and learning through innovation and promotion of a positive ethos;
- Ensure that very high expectations of pupil achievement are established throughout the school;
- Support the Head of School to ensure that teaching in all year groups is secure to enable children to make optimal progress, actively promoting inclusion;
- Use robust data regarding students' progress and outcomes to help optimise learning for all children and to drive up standards of teaching and learning across the school;
- Take all necessary steps, were directed by the Head of School, to maximise pupils' attendance.
- Promote and monitor all agreed Trust and school policies, leading on them were agreed.