



Rainhill St Ann's CE Primary School
View Road, Rainhill, Merseyside, L35 0LQ
Tel 0151 426 5869, www.rainhillstanns.co.uk
Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)
Headteacher: Mrs Laura Rynn



Together, we aim high; with God's love, we can fly

Post title	Deputy Headteacher
School:	St Ann's Church of England Primary School
Salary and range:	Leadership pay range points 7 to 10, in line with the School Teachers' Pay and Conditions Document
Line manager:	The Headteacher
Supervisory responsibility:	The postholder may be responsible for the deployment and supervision of the work of staff within the school relevant to their responsibilities

Main purpose of the job

- Carry out the duties of this post in line with the current conditions of employment in the School Teachers' Pay and Conditions as they relate to Deputy Headteachers including the conditions of employment for Deputy Headteachers and the school's own policies.
 - Work with the Headteacher to nurture, cultivate, inspire and embody the Christian ethos and culture of this Church school, securing its Vision Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.
 - Under the overall direction of the Headteacher play a lead role:
 - in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
 - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
 - proactively manage staff and resources
 - Lead Practitioner responsible for curriculum development and teaching and learning
 - Responsible for induction and lead on the Early Career Framework
 - Designated Safeguarding Lead in the absence of the Headteacher
 - Develop a Pupil Premium Strategy, identifying ways funding should be used effectively
 - Designated Teacher for LAC pupils
 - Manage the performance of staff within the school
 - Take full responsibility for the school in the absence of the Headteacher
 - Carry out the professional duties of a teacher as required
 - Take responsibility for child protection issues as appropriate
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
-



Rainhill St Ann's CE Primary School
View Road, Rainhill, Merseyside, L35 0LQ
Tel 0151 426 5869, www.rainhillstanns.co.uk
Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)
Headteacher: Mrs Laura Rynn



Together, we aim high; with God's love, we can fly

Duties and responsibilities

Shaping the future

- In partnership with the Headteacher and governors establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the Headteacher manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to account

Lead Practitioner responsible for Curriculum Development and Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- Working with the Trust, lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond
- Organise and support the induction of staff new to the school and those being trained within the school



Rainhill St Ann's CE Primary School
View Road, Rainhill, Merseyside, L35 OLQ
Tel 0151 426 5869, www.rainhillstanns.co.uk
Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)
Headteacher: Mrs Laura Rynn



Together, we aim high; with God's love, we can fly

- Act as an induction mentor for ECTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff

Managing the organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Headteacher

Securing accountability

- Lead and support the staff and School Committee in fulfilling their responsibilities with regard to the school's performance and standards
- Support the Headteacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school



Rainhill St Ann's CE Primary School
View Road, Rainhill, Merseyside, L35 OLQ
Tel 0151 426 5869, www.rainhillstanns.co.uk
Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)
Headteacher: Mrs Laura Rynn



Together, we aim high; with God's love, we can fly

Strengthening community

- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.