

## Job Description

**Post:** Deputy Headteacher

**Grade:** Leadership

**Salary:** (L8 – L14)

**Responsible to:** Headteacher

**Hours: Full time** (maximum 0.4 in class)

**Contract Type:** Permanent

Your job description is intended as a reference document which identifies your main responsibilities and activities.

Our vision 'Where children come first' and values of flying high, teamwork, resilience, and creativity are essential to the work that you'll carry out here at Aylesham Primary School.

As a member of staff it is vital that you share these with us so that we can work together as a team and enable all children to learn effectively.

### Main purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school for inclusive practices 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
- Creating strategic development plans, policies and operation protocols
- Develop the vision, scope and remit of Aylesham School and inspire leaders and teachers to meet the vision and the goals
- Establishing policies for achieving these aims and objectives
- Monitoring progress towards high levels of achievement of the school's aims and objectives
- Take full responsibility for the School in the absence of the Headteacher.
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school including acting as Deputy Safeguarding Lead.
- Support the Headteacher's overall leadership, development and management of the teaching and learning of all pupils, by taking a leading role in the monitoring and evaluation of teaching standards across the whole school and to be a leading professional actively promoting inspirational teaching and learning practices across the school.
- Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for Deputy Headteacher.

### Qualities

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's staff and pupils
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Be proactive and have the ability to work under pressure and prioritise effectively
- Maintaining confidentiality at all times
- Adhere to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.
- Enthusiastic leader and sense of humour
- A team player who also has the ability to demonstrate autonomy

### Duties and responsibilities

#### Shaping the future

- In partnership with the Headteacher and Governors establish and implement an ambitious vision, uphold the school values and ethos for the future of the school which inspire and motivate partners and our community.
- Play a leading role in the school improvement and school self-evaluation planning process, ensuring the continual development of Aylesham School
- Design and develop innovative CPD activities that support effective teaching at Aylesham School
- Work on own initiative and in collaboration with all stakeholders
- In partnership with the Headteacher manage the school Resources
- Devise, implement and monitor action plans and other policy developments
- Motivate the Senior Leadership Team and others through work
- In partnership with the Headteacher, lead by example when implementing and managing change and new initiatives.
- Promote a culture of inclusion within the school community where all views are valued and taken into account.

#### School culture and behaviour

- Under the direction of the Headteacher, the deputy Headteacher will:
- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards and school values in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- To use a restorative, positive approach to behaviour in the school



### Teaching, curriculum and assessment

- Under the direction of the Headteacher, the Deputy Headteacher will:
- Establish and sustain high-quality teaching across all subjects and year groups, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Design an exciting, inspiring curriculum that promotes a love of learning
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- 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
- Promote and lead a consistent and continuous wide focus on CPD activities, action research and leadership development
- Work with the Headteacher to develop and deliver CPD activities and support all Staff including mentoring and coaching of staff and student teachers
- Lead the development and review 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.
- To lead Subject Leaders in the development of their roles in ensuring all aspect of the National Curriculum are implemented and enhanced through the curriculum
- 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 process 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 in phonics, spelling, reading, writing and mathematics and that recording of impact is consistently high across the school.
- Develop and 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.
- Organise and teach small intervention groups and classroom teaching when needed

### Additional and special educational needs (SEN) and disabilities

Under the direction of the Headteacher, the Deputy Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious and inclusive expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Work closely with school SENCO to continue to build on our fully inclusive approach
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

### Organisational management and school improvement

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication.
- As appropriate under the leadership of the Headteacher, undertake activities related to professional, personnel/HR issues
- 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.
- Contribute to the day-to-day effective organisation and running of the school including updating the Staff School Handbook at least annually and cascading this to all staff
- Lead and plan regular staff learning sessions that reflect the aims set out on the school improvement plan, and reflection on improving pedagogy.
- To undertake any professional duties, reasonably delegated by the Headteacher

### Professional development of self and others

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education and Action Research
- Seek training and continuing professional development to meet needs
- Support the development of collaborative approaches to learning within the school, in our partner schools and beyond.
- Participate as required in the selection and appointment of teaching and support staff.
- 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 alongside our strong Hub schools, including supporting and developing EDT project work.
- Work with the Headteacher to deliver an appropriate programme of professional development for staff, in line with the school development plan and performance management, including coaching and mentoring as appropriate.
- Contribute to the annual appraisal process for identified support and teaching staff

### Governance, accountability and working in partnership

Under the direction of the Headteacher, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

### Notes:

This job description may be amended at any time in consultation with the post holder.