



Appointment of Deputy Headteacher

JOB DESCRIPTION

Job Specification for the post of Deputy Headteacher

Clare House Primary School

Designation:	Deputy Headteacher
Location:	Clare House Primary School Required from January 2024
Reporting to:	Headteacher
Grade:	Salary Leadership Pay Spine L6 (£51,081) – L10 (£56,072)

This post is full time and is available from January 2023

Summary:

To work with the Headteacher and Senior Leadership Team (SLT) in all aspects of leadership and management.

General Responsibilities

The Deputy Headteacher will take a central role in assisting the Headteacher and Governing Body to develop our school in accordance with its shared values and our school development plan.

The Deputy Headteacher is to be a primary teacher with experience across the primary age range; an experienced curriculum and team leader with the requisite skills and experience to take on this key role. The person appointed will work closely with the Headteacher on both strategic and operational leadership and management of the school.

The functions and specific responsibilities below are to be undertaken in conjunction with the duties of a Deputy Headteacher as defined in the Teachers' Pay and Conditions Document.

Specific Responsibilities

From time to time they will teach classes to model exemplary practice, develop relationships and support training and development.

The Deputy Headteacher will be central in ensuring the best possible curriculum offer, provision, well-being, progress and achievement for all children.

The Deputy Headteacher will be a model professional setting an excellent example to teaching and support staff. They will work in close partnership with the Headteacher and SLT to deliver the school vision of providing an outstanding education for all children. The Deputy Headteacher will lead by example in their practice, and by positively encouraging and supporting all members of staff. They will work with the Headteacher and SLT to ensure that the school offers a high quality, engaging and well matched curriculum for all children.

The following gives an indication of the responsibilities of the Deputy Headteacher:

Leadership and Management:

1. Work in very close partnership with and support the Headteacher and SLT in the effective day to day management and operations of the school and school community
2. Work with the Headteacher and SLT, staff, central Trust team and governors in the development, implementation and review of school development plans including regular monitoring and evaluation of standards and quality of provision.
3. Work with the whole staff to develop a strong learning environment that has at its centre; high expectations of learning, work, performance, academic achievement and behaviour.
4. Work with the Headteacher and SLT in the school's pupil progress meetings and target setting processes.
5. Lead teachers and team leaders / post-holders to ensure that all teaching and learning and assessment policies and protocols are in place and up to date.
6. Assist in the line management of staff and support staff as required and share responsibility for the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students and parents/ carers

working in classrooms. Ensuring that throughout the school all safeguarding requirements are met.

7. Work with the HT and SLT to manage continuous professional development (CPD) for classroom-based staff ensuring their needs are identified and met through quality training opportunities.
8. Work with the leadership team in promoting and maintaining a very high standard of behaviour and mutual respect throughout the school, ensuring that all staff play an active role in the pursuit of these standards.
9. Ensure that there is a safe and secure environment for all members of the school community.

Teaching and learning

1. Help to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
2. Ensure that learning is at the centre of strategic planning and resource management and lead and support the outstanding teaching and learning of all children within the school.
3. Promote a culture and ethos of challenge and support where all pupils can have a voice, achieve success, and become highly engaged in their own learning.
4. Ensure effective systems for the collection of assessment data to track the progress of individual and groups of children. This will include agreeing and articulating high expectations and setting stretching targets for the whole school community.
5. Monitor the effectiveness of teaching and learning across the school.
6. Liaise with our other schools and the community to enrich and expand our provision.
7. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.

Community

1. Promote and model good relationships with parents and carers.
2. Contribute to the school's role within the local community – promoting and developing its good reputation.

3. Contribute to policies and practices which promote equality and diversity.

Other duties and responsibilities

Undertake any other duties that the Headteacher may ask the post-holder to perform.