

Job Description and Person Specification

Deputy Headteacher

1. Job Purpose

The Deputy Headteacher at Northfield Manor Primary Academy plays a major role in supporting the Headteacher with the day-to-day management of the academy as well as taking a lead role in the strategic direction of the school. The Deputy Headteacher will be required to deputise and assume full responsibility for the school in the absence of the Headteacher.

As a member of the leadership team, the Deputy Headteacher will play a major role in formulating the culture, vision, aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives and monitor and evaluate progress towards their achievement.

Remuneration

The pay range for Deputy Headteacher is L10-L15 depending on experience

The Deputy Headteacher is accountable to:

The Headteacher

The Deputy Headteacher is accountable for:

Assistant Headteachers, Phase Leaders, Subject Leaders

2. Roles and Responsibilities

In addition to the professional duties as given in the current School Teachers' Pay and Conditions document, the Deputy Headteacher will have the following specific roles and responsibilities:

- To be non-class based but from time to time teach small groups or classes if required.
- To lead on teaching and learning throughout the school including the curriculum
- To lead a system and culture of continual improvement and high standards in teaching through coaching, team-teaching, and demonstrating excellence
- To lead on all matters pertaining to statutory assessment and testing.
- To lead on internal assessment and tracking systems.
- To lead on pupil premium and to monitor, evaluate and review the impact of spending including the annual published report.
- To engage fully with national partners including, SSAT and Challenging Education amongst others.
- To take a major role in monitoring and evaluating school provision related to raising standards and achievement.

- To take a leading role in the pastoral care of all children in the school including behaviour management, child protection and safeguarding.
- To support the Headteacher in the day-to-day management of the school by taking specific responsibility for daily absence of staff and cover including PPA time.
- To provide occasional support across the multi-academy trust as directed by the Chief Executive and to attend relevant network meetings.

3. Person specification

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on how well the candidate meets the requirements of the person specification in the job application.

Essential requirements:

Qualifications and experience

- Qualified Teacher Status
- Degree qualification or equivalent
- An excellent class teacher
- At least four years' post qualified teaching experience
- At least one years' experience as an assistant head or equivalent
- Proven track record of leading whole school improvement as SLT member and/or subject leader
- Clean, full driving license and a willingness to travel and work in other MAT schools

Skills, knowledge and abilities

- Expert understanding of innovative pedagogy
- Experience of assessment without levels including tracking pupil progress
- Knowledge and understanding of statutory assessment arrangements at KS1 and KS2
- Excellent knowledge of monitoring and school self-evaluation as a tool for improvement
- Knowledge and understanding of effective strategies to manage the behaviour of pupils
- Excellent knowledge of inclusion including EAL, bilingual learners, minority ethnic achievement and equality (race, disability, and gender)
- Excellent understanding of safeguarding especially the safety and welfare of vulnerable and disadvantaged pupils
- Expert knowledge of strategies for closing the gap, such as pupil premium funding and the EEF Toolkit, so that disadvantaged pupils achieve exceptionally well

Personal qualities

- Ability to direct and co-ordinate the work of others, motivating, inspiring, and supporting staff
- Ability to set high standards and act as a positive role model, leading by example
- Has self-belief, senses opportunities, and takes the initiative in moving things forward in a positive way
- Communicates effectively both orally and in writing with pupils and adults
- Skilled at leading high quality professional learning and development and staff meetings
- Approachable, caring and kind
- Ability to work under pressure, has a sense of humour and appropriate work/life balance
- Establishes and maintains constructive and open relationships with parents, staff, governors, and the local community
- Possesses a strong set of values and beliefs and shows awareness of how these fit in with the values of the trust

- Is committed to continued self-professional development and is always trying to find ways to improve and be the best they can be.

Desirable requirements:

- Higher degree or equivalent
- Year 6 teaching experience
- Experience of working in a multi-academy trust or equivalent family of schools
- Knowledge and role of governance
- Evidence of engagement with national organisations
- Experience of designing and developing assessment and tracking systems

To be shortlisted, candidates must meet the essential requirements of the person specification. It would be highly advantageous for candidates to meet some or all the desirable requirements.

