# **ROSA STREET PRIMARY**

## **JOB DESCRIPTION**

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| POST TITLE: | DEPUTY HEAD TEACHER |
| GRADE: | Leadership L8-12 |
| REPORTING RELATIONSHIP: | Head Teacher |
| JOB PURPOSE: | To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all pupils and improved standards of learning and achievement. |

**Professional Duties**

In line with the current School Teacher’s Pay and Conditions Document, it is the responsibility of the post holder to carry out the following professional duties:

Fulfil the general responsibilities of Deputy Head Teacher. This will include:

1. Assuming responsibility for the discharge of the Head Teacher’s functions and duties at any time when they are absent from the school.
2. Working with the Head Teacher to provide vision, leadership and a clear direction for the school.
3. Supporting the Head Teacher in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school.
4. Supporting the Head Teacher in the day-to-day management and organisation of the school.
5. Supporting the Head Teacher in ensuring that financial management and administrative procedures in school support its vision and aims.
6. Supporting the Head Teacher in the management and organisation of the school accommodation to ensure that it meets the needs of the curriculum and health and safety regulations.
7. Supporting the Head Teacher in the production, implementation, monitoring and review of policies adopted by the School Governing Body.
8. Supporting the Head Teacher in the production, implementation, monitoring and evaluation of a school improvement plan which identifies priorities and targets for ensuring that pupils make progress and achieve high standards and increasing teachers’ effectiveness.
9. Sharing in an overview of the curriculum and driving forward the vision and future developments with the Head Teacher.
10. Working with the Head Teacher and governors to recruit staff of the highest quality.
11. Supporting the Head Teacher in the deployment, supervision and welfare of all staff.
12. Supporting the Head Teacher with the discipline and pastoral care of all pupils.

Fulfil the specific responsibilities of Deputy Head Teacher. This will include:

1. Demonstrating a working understanding and knowledge of the National Curriculum and National Strategy, as applied in the primary school, planning and preparing lessons, teaching pupils assigned to you, setting and marking work, assessing, recording and reporting on the development, progress and attainment of pupils, communicating and consulting with colleagues, parents and relevant outside agencies. Lead on curriculum development and enrichment and provide leadership for a curriculum team, which will have a focus on Maths and Science or English and the Arts.
2. Being a member of the senior leadership team, attending leadership meetings with the Head Teacher and other senior colleagues, continuing to develop leadership experience through CPD, supporting the school self-review and improvement programme and be responsible for the induction of new staff.
3. Establishing a high standard of expectation, praising and sharing the good work of colleagues and children, reinforcing the positive approach to discipline, supporting colleagues in the hierarchical approach to dealing with behaviour.
4. Ensuring open lines of communication, liaising with the Head Teacher and relaying information to colleagues.
5. Working alongside the Head Teacher in monitoring the quality of teaching and learning across the school. Leading on analysing data, identifying appropriate attainment and achievement targets, monitoring pupil standards and achievement against annual targets, monitoring planning, curriculum coverage and learning outcomes, leading evaluation strategies to contribute to overall school self-evaluation, planning and implementing strategies where improvement needs are identified, ensuring that relevant attainment and achievement targets are met. This will also include Data Management ensuring all data is collected and analysed with the support of the Head Teacher.
6. Maintaining personal expertise and sharing this with other teachers, acting as a role model of good practice for other teachers, modelling effective strategies with them, monitoring and evaluating standards of teaching, identifying areas for improvement, planning and implementing strategies to improve teaching where needs are identified.
7. Responsibility for overseeing assessment with particular emphasis on leading ‘Assessment for Learning’ across the school.
8. Carry out the role of Reviewer in the Performance Management process. Co-ordinate the CPD requirements for all staff ensuring all development needs identified through performance management are met.

1. Ensuring that the school works closely in partnership with both the immediate and wider community by developing good home/school relationships and links with local commerce and business.
2. Promoting effective liaison with local primary schools and secondary schools, leading the school’s involvement in project initiatives and act as a liaison with colleges for the placement of students.
3. A commitment to safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
4. Contribute towards the wider ethos and appeal of Rosa Street Primary as part of Together Learning Partnership.
5. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Governing Body may determine.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.**

**THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

**ROSA STREET PRIMARY SCHOOL**

**PERSON SPECIFICATION - DEPUTY HEAD TEACHER**

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | Criteria No. | ATTRIBUTE | Stage Identified | Criteria No. | ATTRIBUTE | Stage Identified |
| Qualifications& Education | E1 | DCSF recognised teaching qualification. | AF/C | D1 | National Professional Qualification for Headship | AF/C |
|  | E2  E3 | GTC registration.  Further professional development including middle management training. | C  AF/C/R |  |  |  |
| Experience &  Knowledge | E4 | 2 years’ experience at middle or senior leadership level within Primary stage | AF/R | D2 | Experience of Deputy Headship or Assistant Headship | AF/R |
|  | E5  E6  E7  E8 | Teaching experience and success across the primary age range  Experience of successful curriculum leadership including monitoring, evaluating and target setting  Experience of working well in partnership with staff, governors, children, parents and the wider community.  Experience of dealing with, and knowledge of, the safeguarding arrangements for children | AF/I/R  AF/I/R  AF/I/R  AF/I/R | D3  D4  D5  D6 | Experience of Ofsted inspection and post inspection action planning.  Experience of the performance management process and the role of the reviewer  A good working knowledge and understanding of schools’ statutory responsibilities regarding the needs and care of pupils with SEND, including an up-to-date knowledge of the SEND code of practice  Coordination of SEND in a primary school with appropriate qualification | AF/I/R  AF/I/R  AF/I/R  AF/I/R |
| Skills | E9  E10  E11  E12  E13  E14  E15  E16  E17  E18 | Exemplary classroom practitioner and role model for excellent teaching and learning  Able to analyse and interpret data, identify trends and develop appropriate support and intervention strategies for improvement  Have a good working understanding of ‘Assessment for Learning’  Has a sound understanding of strategies to enhance teaching and learning opportunities.  Have a good understanding of school self-evaluation and improvement planning.  Have a good understanding of current educational initiatives and relevant legislation.  Competent in the use of IT for teaching, communication and organisational purposes  Can communicate well orally and in writing at all levels, including high levels of spelling, grammar and punctuation  Able to plan, organise and prioritise appropriately  Proven leadership qualities to motivate and inspire others | AF/R/P  AF/I/R  AF/I/R/P  AF/I/R/P  AF/I/R/P  AF/R  AF/I/R/P  AF/R/P  AF/R  AF/I/R | D7  D8  D9 | Has a good understanding of project management  Successful experience of working with outside agencies to support pupils and families    Ability to devise, implement and review strategic plans to support pupils who attract additional funding | AF/R |
| Personal  Attributes | E20  E21  E22  E23  E24  E25 | Able to work as part of a team  Embraces change well  Deals with difficult situations effectively  Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community.  High degree of motivation for working with children and young people  Willing to take part in extracurricular activities | AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I |  |  |  |
| Special Requirements | E26 | Emotional resilience when working with pupils with additional needs | AF/I/R/D |  |  |  |
|  | E27 | Suitability to work with children. | AF/I/R/D |  |  |  |
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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| P | Presentation |
| I | Interview |
| R | References |
| D | Disclosure |

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.