



Job Title/Post: Deputy Head Teacher

Salary: L6 – L10

Responsible to: The Head teacher

This is a senior post within the school staffing structure, which carries with it membership of the Leadership Group. This post holder is accountable to the Head Teacher. As Deputy Head Teacher, you will be required to meet the general requirements of this post as specified in the latest School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable work related expectations from the Head Teacher.

Job Purpose:

To provide leadership, development and management of the teaching and learning of all pupils; to teach all pupils within the school, to take a lead role in the monitoring and evaluation of standards across the whole school and to be a leading professional actively promoting effective teaching and learning practices across the school. The post will require you to work in partnership with the Head Teacher, governors and staff to ensure the continuous improvement of the school. The post holder is also expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the schools vision and values

Core Responsibilities

- To play a major role under the direction of the Head Teacher in formulating the 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 of the school and monitor progress towards their achievement.
- Undertake the professional duties of the Deputy Head Teacher reasonably delegated to you by the Head Teacher.
- Undertake the professional duties of the Head Teacher in the event of absence from the school.
- In partnership with the Head Teacher and the Senior Leadership Team, provide professional leadership and management of Teaching and Learning throughout the school.
- To facilitate and encourage learning which enables children to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.
- To work as part of a team, to develop areas of provision that impact positively on teaching and learning across the school.
- Openly support and promote the Christian ethos of the school.

Shaping the Future

- Support the Head Teacher and governors in establishing a vision for the future of the school; demonstrating inspirational leadership and creativity
- Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school and how these link with national and local initiatives
- Contribute to the identification of key areas of strength and weakness in the school.
- All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards, and are expected to uphold and promote the schools aims and values
- Promote high standards and expectations for attainment
- Promote a culture of team work, in which views of all members of the school community are valued and taken into account
- Contribute to the selfevaluation of the school and support the Head Teacher in reviewing standards of leadership, teaching and learning across all areas of school provision

Leading Learning and Teaching

- Work with the Head Teacher to raise the quality of teaching and learning and enhance pupil's achievement – to set high expectations and monitor and evaluate outcomes
- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted

- To take a strategic lead on improving the quality of teaching and learning and as a leading practitioner inspire and motivate colleagues, setting rigorous targets to raise standards in pupil achievement.
- To work to develop and implement a broad, balanced and exciting curriculum, supported by appropriate extracurricular events which meets the needs of the range of pupils in the school
- To ensure that whole school systems for target setting, assessing pupils' progress are rigorous and accurate and are moderated effectively, both internally and with other schools
- To ensure that the requirements for statutory assessments recording and reporting and are fully met
- To work to develop and implement policies relating to the curriculum, teaching and learning, assessment, recording and reporting
- Take responsibility for the development of an effective timetable which meets the needs of pupils within the statutory frameworks and the resources available
- Provide training for staff on effective teaching and learning and provide regular feedback in a way which recognises good practice and support progress towards targets, resulting in a tangible impact on children's progress
- Promote the active involvement of pupils in their own learning
- Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school.
- Promote the use of ICT to enhance and extend pupils learning
- Ensure that the core skills are maintained to a high standard.
- Monitor and evaluate classroom practice
- Provide support for colleagues in improving their classroom practice

Developing self and managing others

- Work with the Head Teacher to provide effective organisation and management of the school and seek ways to improve organisational structures and function based on rigorous self-evaluation.
- To support the Head Teacher in leading, motivating, challenging and developing all staff to reflect the school's drive for continual improvement.
- In consultation with Head Teacher, ensure the efficient and effective deployment of staff and financial resources to meet specific objectives which reflect the school's development priorities and within its available budget.
- Promote and safeguard the safety and welfare of children and young people
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount
- Support the development of collaborative approaches to learning within the school and beyond
- To maintain effective working relationships with the Local Authority, external agencies and service providers contracted to the school, and promote positive links with the school's wider community and parents.
- As directed by the Head Teacher, be responsible for the induction programme for new staff, including newly qualified teachers and liaise with the appropriate agencies regarding their support and development.
- Set high expectations for your own performance and that of others engage in relevant professional development as necessary

Managing the organisation

- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements
- Develop action plans in specified areas of responsibility, in order to bring about improvements
- Contribute to the planning process for the distribution of resources, to ensure they meet the schools identified priorities
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money
- To contribute to ensuring good behaviour and discipline is maintained , supporting staff in the implementation of appropriate policies and procedures

Securing Accountability

- Support the governing body in meeting its responsibility to account for the performance of the school

- *Work alongside the Head Teacher to secure improvement through Performance Management; take responsibility for the performance management of identified staff*
- *Support staff in understanding how they are accountable and review and evaluate this support*
- *Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes*
- *Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary*

Strengthening Community

- *Contribute to the development of the school as a 'hub' within the community; strengthening partnerships with other schools and services*
- *Gain an understanding of the diversity of the school community*
- *Contribute to policies and practices which promote equality of opportunity and tackle prejudice*
- *Play a full part in the planning and organisation of all school activities, functions and events, including an active involvement in the extra-curricular life of the school.*
- *Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community*
- *Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement*

St. John the Divine Church of England Primary School

Deputy Head Teacher Person Specification

This person specification should be read in conjunction with the latest School Teachers' Pay and Conditions Document. It may be modified by the Head Teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Qualifications and Training	
Essential	Desirable
Qualified teacher status	
First Degree or Equivalent	
A record of continuous professional development that includes recent training in leadership and management	
Experience	
Essential	Desirable
Excellent Classroom practitioner with substantial Primary Experience	Teaching in more than one key stage
Leading and managing a major school initiative.	
Highly successful experience of leading and managing whole school developments in a number of areas regarding teaching & learning and raising standards of attainment and achievement across the school	
Leadership and Management	
Essential	Desirable
Senior Leadership and management experience	Knowledge of the role of the Governing Body
A strong commitment to the vision and values of SJTD and to be able to communicate these in order to inspire and motivate others	An understanding of the role of a Church of England school, and a commitment to supporting the aims and values
Experience of planning for change, development and improvement	
The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make	
Experience of target setting; pupil tracking; benchmarking and other method of analysing both pupil attainment and achievement	
Ability to analyse, prioritise and meet deadlines	
Experience of conducting staff performance management	
Experience of whole school self-review and evaluation	
Commitment to supporting community/external agencies involvement in school	Working with other agencies and seeking opportunities for collaboration
Knowledge and Understanding of:	
Essential	Desirable
A strong understanding of the characteristics of effective primary teaching and learning strategies used to raise pupil attainment and achievement	
Current national education initiatives	Legal issues relating to managing a school, including equal opportunities, race relations, disability, human rights and employment legislation
Leading change, creativity and innovation & the impact of change on organisations and individuals.	Strategic planning processes
Strategies for communication, both within and beyond school	
Models of learning and teaching	The school self-evaluation process
Models of behaviour and attendance management	Building and sustaining a learning community
Strategies for ensuring inclusion, diversity and access with a commitment to inclusion with high expectations for all learners	
Experience of whole-school curriculum management leading to school improvement	
The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school	
The wider curriculum, beyond school and the opportunities it provides for pupils and the school community	

New technologies, their use and impact	
A commitment to developing the whole child through an enriched curriculum in school and extra- curricular activities	
Strategies which encourage parents and carers to support their children's learning	
Safeguarding	
Essential	
Knowledge of the statutory requirements and other relevant legislation relating to child protection procedures and safeguarding. An understanding of safer recruitment procedures	
Additional Skills and abilities: Essential	
Suitability for work with children and young people; Enhanced CRB clearance	
The ability to relate positively with the head teacher, pupils, colleagues, parents, governors and others who contribute to the work of the school	
The communication skills needed to provide clear and accurate information and well informed advice	
The ability to be proactive, organise and manage work effectively i.e. being able to prioritise and organise tasks, make decisions, support and delegate where appropriate	
To have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues	
An excellent health and attendance record	
Personal Qualities	
Self-Awareness <ul style="list-style-type: none"> Emotional self-awareness Accurate self-assessment Self confidence 	Social Awareness <ul style="list-style-type: none"> Empathy Organisational awareness
Self-Management <ul style="list-style-type: none"> Emotional self-control Transparency Adaptability Initiative Optimism 	Relationship Management <ul style="list-style-type: none"> Develop others Inspirational leadership Change catalyst Influence Conflict management Team work and collaboration

St. John the Divine Church of England Primary School

The Application Process

Application deadline:

Completed application forms must be received by Friday 27th November 2020

Shortlisting:

Shortlisted candidates will be contacted on Monday 30th November 2020

References:

The post is subject to satisfactory references and, on shortlisting reference requests will be sent out.

Interviews:

Interviews will take place on Tuesday 8th and Wednesday 9th December 2020

The interview process will involve a number of tasks, including but not limited to: leading an act of collective worship, a pupil engagement task, observing a lesson and an unseen presentation. Tasks may be altered as a result of the short listing process.

Visits to the school are welcomed and encouraged.

Visits to the school: times to be agreed with candidates

If you would like to visit the school please email admin@sjtdprimary.org.uk

The application process

If you are interested in applying for the post then you will need to complete the attached application form and provide a supporting statement addressing the points noted in the person specification.

Your application should be returned to:

Mrs C Warland
St John the Divine CoE Primary School
Warham Street
London
SE5 0SX

This position is exempt from the Rehabilitation of Offenders Act 1974, you will be asked to apply for an Enhanced Disclosure from the Disclosure and Barring Service. Further information about the disclosure can be found at www.dbs.gov.uk and in the application pack.