

The Meadows School

Job Description

Post: Deputy Headteacher

Leadership Salary Scale: 18-22

Responsible to: The Governing Board, Headteacher.

Main purpose of the job:

- 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 headteachers and the school's own policy.
- To deputise and undertake overall responsibility for the school in the absence of the Headteacher and on other occasions as deemed necessary.
- Under the overall direction of the Headteacher, play a lead role in:
 - Formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved.
 - Leading identified strategic roles as determined by the School Development Plan.
 - Sharing responsibility for the daily leadership and management of the school.
 - Provide quality assurance in all the school's activities
 - Proactively managing staff and resources.
- To hold responsibility for promoting and safeguarding the welfare of children and young people within the school as the Designated Safeguarding Lead

Duties and responsibilities:

Shaping the future

- In partnership with the Headteacher and Governors, establish and implement an ambitious vision and ethos for the future of the school.
- Play a leading role in the school improvement and school self-evaluation planning process.
- In partnership with the Headteacher, manage school resources, ensuring that resources are used efficiently and effectively to meet the school's aims.
- Devise, implement and monitor action plans and other policy developments.
- Lead by example to motivate and work with others.
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives.
- Promote a culture of inclusion within the school community where all views are valued and taken in to account.

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- 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 processes 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 the core curriculum and recording of impact is consistently high across the school.
- Develop, 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.
- To ensure school improvement, achievement of objectives and the educational success of the school.

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond.
- Support the induction of staff new to the school and those being trained within the school.
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the headteacher.
- 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.
- Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.
- Lead the annual appraisal process for all identified support and teaching staff.
- Ensure own continuous professional development.

Managing the organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate.
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication.
- Working with the headteacher and Business Manager, undertake key activities related to professional, personnel/HR issues.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality is implemented across the school.

- Be a proactive and effective member of the senior leadership team.
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate.
- To undertake any professional duties, reasonably delegated by the headteacher.

Securing accountability

- To assist the Headteacher in identifying school needs by a process of school self-assessment, as agreed by the Governing Board. To assist in the monitoring and review of the outcomes of this self-assessment.
- Lead and support the staff and Governing Board in fulfilling their responsibilities with regard to the school's performance and standards.
- Support the Headteacher in reporting the school's performance to its community and partners.
- Promote and protect the health and safety welfare of pupils and staff.
- Share responsibility for promoting and safeguarding the welfare of children and young people within the school including acting as one of the school's designated lead people for safeguarding.
- Work with others, to be responsible for evaluating the school's performance and to identify priorities for continuous improvement and raising standards.
- To provide information advice and support to the Governing Board to enable it to meet its responsibility for securing effective teaching and learning, and improved standards of achievement and best value.
- Understand the limitations of finance and develop strategies that ensure value for money.

Strengthening community

- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
- Develop and maintain contact with all specialist support services as appropriate.
- Promote the positive involvement of parents/carers in school life.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Strengthen partnership and community working:
- Promote positive relationships and work with colleagues in other schools and external agencies.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate

Signature of Post holder _____ Date / /

Signature of Headteacher _____ Date / /

Deputy Headteacher - Person Specification

	Essential	Desirable	Evidence gathered application (A) Interview (I) or reference (R)
Education & qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of appropriate professional development 	<ul style="list-style-type: none"> • Evidence of further study. 	A A, R A, I, R
Knowledge & understanding	<ul style="list-style-type: none"> • Familiarity with current national initiatives & developments in educational leadership • A clear understanding of the essential qualities necessary for effective teaching and learning • Up to date knowledge of statutory regulation. • Experience of whole school systems to ensure robust evaluation of school performance and actions to secure improvements. • Understanding analysis of academic data including tracking progress & monitoring performance 		A, I A, I A, I, R
Experience	<ul style="list-style-type: none"> • Proven significant experience as part of a SLT. • Evidence of whole school responsibilities and experience of turning policy into effective and successful practice. • A proven track record in raising achievement within his/her own teaching • Experience of raising achievement through intervention in teaching 	<ul style="list-style-type: none"> • Experience of raising achievement through school or professional networks. • Experience of working within more than 1 school. 	A, I, R A, I A, I, R

	processes and raising standards across the whole school.		
Skills & attributes	<ul style="list-style-type: none"> • Highly skilled classroom practitioner • Excellent oral and written communication skills • Emotional intelligence • Strong interpersonal skills • Capacity for hard work and highly effective time management • The ability to think analytically and strategically • Effective prioritising • Creative problem solver • The ability to lead, challenge and support others • Ability to manage work-life balance and own well-being. • A commitment to professional development and leadership • Ability to manage time critical tasks effectively 		A, I, R A, I I, R I I, R A, I, R I, R I, R A, I, R I, R A, I, R I, R
Strategic development	<ul style="list-style-type: none"> • Experience of leading, or significant involvement in, successful whole school initiatives impacting positively upon student attainment and achievement. 	<ul style="list-style-type: none"> • Experience of school improvement planning 	A A, I, R
Teaching and learning	<ul style="list-style-type: none"> • Experience of monitoring classroom performance and raising standards. • An understanding of modern approaches to learning and teaching • A proven track in raising achievement within his/her own teaching 		A, I, R A, I, R
Motivation and personality	<ul style="list-style-type: none"> • Sensitivity and empathy towards others • Self-motivation and initiative 		I, R I, R

	<ul style="list-style-type: none"> • To be a good role model for all members of the school community • Enthusiasm and ability to motivate others 		I, R
Other	<ul style="list-style-type: none"> • Experience of safeguarding leadership / training 		