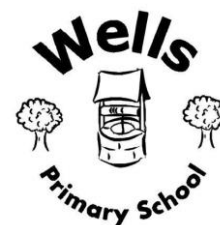


Wells Primary School



Job Details

| | |
|-----------------------|-------------------------------|
| Job Title: | Deputy Head teacher |
| Salary Range: | L11- L16 |
| Contract type: | Full-time, permanent contract |
| Reporting to: | Head teacher |

Main purpose

The deputy head teacher, under the direction of the head teacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing and reviewing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

If the head teacher is absent, the deputy head teacher will deputise, as directed by the governing body.

Duties and responsibilities:

Qualities and knowledge

Under the direction of the head teacher:

- Support with the day-to-day management of the school
- Communicate the school's vision effectively and support strategic leadership, including supporting the creation and implementation of the school development plan
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs and that of the school



Pupils and staff

Under the direction of the head teacher:

- Demand ambitious standards for all pupils, instilling accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching throughout the school. The deputy will take a lead role in staff training and development
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching potential aspiring leaders
- Hold all staff to account for their professional conduct and practice

Systems and processes

Under the direction of the head teacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing body as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

The self-improving school system

Under the direction of the head teacher

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model collaborative entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Specific areas of responsibility

- **Designated Safeguarding Lead**
- **Behaviour Lead**
- **Assessment Lead**
- **Overall Curriculum Co-ordinator**
- **School Visits Co-ordinator (including residential trips)**

Wells Primary School

Deputy Head teacher Person Specification



| Criteria | Qualities |
|-----------------------------|--|
| Qualifications | <ul style="list-style-type: none"> • Qualified teacher status • Degree (2:1 or 1st Class Honours Degree desirable) • Professional development in preparation for a leadership role |
| Experience | <ul style="list-style-type: none"> • Successful senior leadership and management experience in a school • Teaching experience (at least 5 years within a primary school setting across all key stages) • Involvement in school self-evaluation and development planning • Line management experience • Experience of contributing to staff development • Experience of raising school standards • Experience of safeguarding • Experience of driving outcomes for disadvantaged and vulnerable pupils including those with SEND |
| Skills and knowledge | <ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify strengths and weaknesses • Understanding of high-quality teaching, and the ability to model this across the curriculum for others and support others to improve • Understanding of school finances and financial management • Effective written and verbal communication skills • Highly developed interpersonal skills • Ability to communicate a vision and inspire others • Ability to write action plans, schemes of work and analytical reports |

| | |
|---------------------------|--|
| | <ul style="list-style-type: none"> • Ability to build and maintain effective working relationships • Excellent experience and knowledge of effective safeguarding • Ability to prioritise safeguarding |
| Personal qualities | <ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work calmly under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Commitment to contribute to the wider life of the school • Commitment to work flexibly to meet the needs of the school • Commitment to a nurturing and empathetic approach to all members of the community |

This job description may be amended at any time in consultation with the post holder.

Last review date:

Next review date:

Head teacher's signature

Date:

Post holder's signature

Date:
