

TEACHING STAFF

JOB DESCRIPTION

ROLE TITLE	Deputy Headteacher
CONTRACTED HOURS	Full time / year-round
LOCATION	Steeple Bumpstead Primary School (may be deployed across the Trust)
GRADE / SCALE POINT – SALARY	Leadership range L4 - 8
REPORTING TO	Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance. All members of the Trust are responsible personally and collectively for supporting pupils in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the Core Values at all times;
- Nurturing passions and interests and stimulating their intellectual curiosity;
- Continuously raising aspirations and self-esteem;
- Intentionally developing Leadership
- Contributing to the wider range of opportunities offered by and for the school community;
- Actively supporting and promoting pupil voice;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils.

JOB PURPOSE

To actively pursue the agreed aims of the school and wider Trust, maintaining and outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all pupils and the continuous improvement of teaching and learning in the school.

To deliver and sustain educational excellence in teaching and learning throughout the school and more widely as part of the Trust's Senior Leadership Team, through a range of Leadership strategies.

KEY TASKS AND RESPONSIBILITIES

Principle Accountabilities

Management

- Support and deputise for the Headteacher
- Understand issues relating to the organisation, ordering and funding of resources

- Support and uphold the school's policies on behaviour, discipline and bullying
- Develop the curriculum for Maths and support the headteacher in developing the wider curriculum
- Undertake responsibility for monitoring standards in Maths
- Manage budgets for Maths and associated CPD
- Contribute to staff development activities
- Manage the performance of some teaching assistants and some teachers
- Undertake the role of Alternate Safeguarding Lead as part of the wider SLT

Safeguarding

Fulfil personal responsibilities, and support the headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals
- Take responsibility as the designated professional lead for Safeguarding in the Headteacher's absence
- Operating safe recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

Specific Duties

Teaching and Learning

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.
- Be part of whole school organisation, strategy and development
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, safety and discipline

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

Management of staff and resources

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

Professional development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers.
- Working with colleagues and other relevant professionals
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Standards and Quality Assurance

- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings and pupil performances
- Uphold the school's behaviour code and uniform regulations
- Attend (and lead on occasions) staff meetings
- Develop links with governors, schools across the Trust and neighbouring schools

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times. The Deputy Headteacher under the guidance of Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.

The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the school and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the school and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Headteacher or a member of the Trust Executive Leadership Team which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIREABLE
KNOWLEDGE		
Education and Training	<p>Recognised QTS</p> <p>Evidence of commitment to own professional development</p>	<p>Management training</p> <p>Registered on NPQH</p>
Relevant Experience	<p>Knowledge and experience of teaching relevant Key Stages</p> <p>Excellent classroom teacher with a proven commitment to improving the quality of children's learning</p> <p>Knowledge and experience of School Development Planning and Curriculum Planning</p> <p>Evidence of successful leadership of Maths, English or Science</p> <p>Evidence of liaising collaboratively with colleagues</p> <p>Experience and knowledge of managing challenging behaviour</p> <p>Experience of monitoring teaching and learning</p> <p>Understanding the importance of using data to raise standards</p> <p>Evidence of successfully mentoring or providing general pastoral support to colleagues.</p>	<p>Experience in one or more schools</p> <p>Experience of having responsibility for a class in relevant key stages</p> <p>Experience in organising and leading assemblies</p> <p>Evidence of participating in and developing extra-curricular activities</p> <p>Experience of Performance Management</p>
Skills and Aptitudes	<p>Commitment to the safeguarding and promoting the welfare of children and young people</p> <p>Ability to motivate and lead a team with sensitivity and energy</p> <p>Ability to communicate effectively, both written and oral, with a wide range of people</p> <p>Skill at managing change</p> <p>Proven success in working with children across a range of age and ability.</p> <p>Ability and willingness to use tact and sensitivity as second nature.</p> <p>Stamina and a positive approach to work.</p>	<p>Experience of effective working with governors</p> <p>Experience and understanding of ICT as a management tool, including data analysis</p> <p>Ability to foster links with local community and with other schools, locally, nationally and internationally.</p> <p>Ability to motivate commitment among all staff groups and to lead staff meetings</p> <p>Sympathetic to the ethos of the school</p>