



TEACHING STAFF JOB DESCRIPTION

ROLE TITLE	Deputy Headteacher
CONTRACTED HOURS	Full time
LOCATION	Woodhall Primary School
GRADE / SCALE POINT – SALARY	Leadership Scale 8-12
REPORTING TO	Headteacher
DATE	September 2021

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 teaching staff are responsible personally and collectively for supporting students 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.

All teachers are required to meet the national standards for teachers according to their role.

JOB PURPOSE

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 & RESPONSIBILITIES

Leadership & Management:

- Deputise for and professionally support the headteacher in the leadership and management of the academy;
- Assist the headteacher in the maintenance of effective communication within the academy and with all stakeholders;

- Assist the headteacher in the development of the school's continuing professional development programme and INSET to ensure learning within the school is of an exceptional standard;
- Lead in the organisation of assemblies and front assemblies regularly;
- Assist the headteacher in the effective implementation of the school's Appraisal Policy;
- Contribute to policy making and effective management of resources. Where necessary, assist staff in the process of reviewing and amending policy statements;
- Take a leading role in the process of school self-evaluation and improvement planning;
- Support the management of pastoral and welfare systems for all members of staff so as to create a positive and caring ethos;
- Be responsible, with the headteacher, for liaising with outside agencies as appropriate;
- Help promote the excellent work of the school and maintain close links with the local community
- Ensure positive relationships are promoted within school, alongside, inclusion and equal opportunities;
- Lead on an active policy of parental involvement e.g. Discovery Cafés, and assist the headteacher in maintaining effective communication with parents/ carers;
- Play a full part in the planning and organisation of all school functions and events;
- Undertake any other duties that may be delegated by the headteacher.

Quality of Education:

- Provide an exceptional professional model within the classroom;
- In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the children so as to facilitate progression in learning;
- Assess, record and report on the development, progress and attainment of children assigned to him or her e.g. within an SfA group, as per trust guidelines;
- Create a positive learning environment, when teaching, which makes effective use of available resources.
- Attend meetings, carry out administrative tasks and duties as required to meet
- Provide and facilitate the general progress and wellbeing of any child within any group assigned to him or her, providing guidance and advice on educational and social matters.
- Implement the school's policy with regard to registration, absence, dress code and enforce rules relating to positive relationship and behaviour, as well as, health and safety.
- Facilitate and participate in professional development meetings;
- Where appropriate, contribute to decision making and consultation procedures
- Fulfil the national standards for teachers

Staff Management:

- Monitor the work responsibilities and impact of Learning Support Assistants;
- Lead on the induction of new members of staff including NQTs and supply teachers;
- Lead on supporting NQTs and ECTs through their Early Career Development framework
- Assist the headteacher in the performance management process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the school's goals and

development plan.

Safeguarding:

- Act as the school's Designated Safeguarding Lead, being the first point of contact for staff members to raise safeguarding and child protection concerns, working closely with staff members on these matters so they understand when it is necessary to make a referral;
- Ensure all staff, including supply teachers, are aware of the school's procedures including safeguarding procedures;
- Ensure that child protection policies and procedures are up-to-date, understood by all staff members, and are implemented correctly;
- Refer cases of suspected child protection issues to the appropriate investigating agency, and keep detailed, accurate and secure written records of all concerns and referrals;
- Collaborate and effectively implement child protection plans;
- Represent the school at meetings and circulate the information to staff members when required;
- Continuously keep the headteacher and pastoral support manager informed of any safeguarding issues or ongoing enquiries, and update the governing body regularly;
- Undertake training and updates on an annual basis, including child protection and safeguarding training at least every two years;
- Keep staff members up-to-date with guidance regarding safeguarding and LAC, and provide support with child protection issues, such as radicalisation;
- Ensure staff members are aware of the training opportunities available to them;
- Provide comprehensive induction training to new staff and newly qualified teachers with the aim to strengthen their safeguarding skills and experience;
- Conduct safeguarding training as part of all staff members' induction programme.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the 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. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
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.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested by the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
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 1 & 2</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 a whole school area of development e.g. curriculum implementation, maths and/or English subject leadership</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>Skilled 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>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>



	Stamina and a positive approach to work.	
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