

**The Blue Kite Multi Academy Trust
Deputy Headteacher Job Description**

Job title:	Deputy Headteacher With 0.8 teaching commitment	Pay scale:	L1 – L5
		Line manager:	Headteacher
School:	Colebrook Infant Academy	Contacts and Relationships:	Headteacher, Teaching Team, School Business Manager, Parents, Pupils, Governors, Blue Kite Trust, Outside Agencies
Supervisory responsibility:	Allocated Teachers, Teaching Assistants, MDSAs		

Key accountabilities

Shaping the Future

- Support the headteacher and governors in promoting and developing a vision for the future of the school; demonstrating inspirational leadership and creativity.
- Play a significant role in the school improvement planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility.
- Contribute to the identification of key areas of strength and weakness in the school with
- Detailed reflection on day to day working knowledge of the school's policies and practices.
- Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues.
- Develop and enhance a culture of team work, in which views of members of the school community are valued and considered.
- Contribute to the self-evaluation of the school.

Leading Learning and Teaching

- Maintain a high profile as an example of best and leading practice within the classroom and foster the high expectations to which the school aspires.
- To lead, develop and monitor whole school assessment in conjunction with the Headteacher.
- Lead KS1 phase.
- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted.
- Coach and develop staff to maximise impact on effective teaching and learning.
- Through liaison and guidance, work closely with curriculum leaders to ensure the best learning opportunities for children.
- Actively include pupils to further enhance their learning opportunities and personal development.
- Support the target setting process for individuals and groups throughout the school.

- Implement strategies to promote high standards of behaviour.
- Seek to develop and enhance a broad and rich curriculum which meets the needs of the range of pupils in the school.
- Monitor and evaluate outcomes achieved from classroom practice.
- Take a leading role in development of quality and manageable assessment practice throughout the school.
- Lead development of English and reading throughout the school to ensure high quality teaching which support high standards.

Developing self and managing others

- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and promote safeguarding to ensure the welfare of children and young people is paramount.
- Make a distinctive contribution to the wider school team
- Contribute to the development of collaborative approaches to learning within the school and beyond.
- Monitor the effectiveness of colleagues' teaching and wider professional impact and report the evaluation to the HT.
- Lead, manage and organise meetings as appropriate in support of the school's aims.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional development activity as necessary.

Managing the Organisation

- If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.
- Manage the day to day activities of the delegated areas of responsibility to ensure the school meets statutory requirements in a highly effective and efficient manner.
- 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.
- Ensure that equal opportunities for pupils and staff are effectively promoted.

Securing Accountability

- Work alongside the Headteacher to secure improvement through Performance Management; take responsibility for the performance management of identified staff
- Support staff in understanding their own accountability
- To work alongside the Headteacher to 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 and identify priorities for the school development plan.
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.

Strengthening Community

- Support the development of the school within the community; strengthening partnerships with other schools and services thus enhancing community cohesion,
- Evaluate and enhance 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, involving parents as true partners in the education of their children.

In accordance with the provisions of the Data Protection Act 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the school's procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

The Blue Kite Trust is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.