



CHINLEY PRIMARY SCHOOL

JOB DESCRIPTION – DEPUTY HEADTEACHER

The Deputy Headteacher works with the Headteacher to develop and maintain a vision and strategic view for the school. They will analyse and plan for future needs and further development in local and national contexts. The school will expect the Deputy Headteacher to lead by personal example in demonstrating a full and professional commitment to excellence in primary education.

KEY RESPONSIBILITIES

Shaping the future

- Fulfil the school's vision to 'Aim High' through every member of the school community having high expectations of themselves and each other.
- Communicate the school's values and vision, and help drive strategic leadership, empowering all pupils, staff and themselves to grow and flourish in the pursuit of excellence, resourcefulness and resilience.
- Develop and implement the educational aims, objectives, policies and targets of the school
- Implement the School Improvement Plan informed by good financial planning, a highly reflective self-evaluation process to secure whole school improvement.
- Monitor and evaluate the performance of the school and its achievements, reporting to the Headteacher as required. This includes developing stretch targets for the whole school community to supporting others to achieve this.
- Implement the school's policies on inclusion, equal opportunities and safeguarding.
- Advocate for vulnerable pupils, including those with special educational needs (SEND), provide advice and guidance to colleagues and lead the development of highly effective practice in SEND.
- Plan strategically to improve the school and the outcomes for its pupils.
- Ensure that policies and practice take account of locally and national issues.
- Deliver high standards of welfare and pastoral care for all members of the school community, including opportunities for social, emotional, moral and cultural development.
- Maintain ambitious standards for all pupils, so that barriers may be overcome and equality advanced in line with and above national expectations.

Leading SEND

- Be the exemplar of consistently good or outstanding teaching in the school, particularly in supporting pupils with SEND.



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- Take responsibility for ensuring that pupils with additional and individual needs receive the support they need to be successful.
- Create and maintain an ethos and code of behaviour that promotes inclusive practice, the importance of effective teaching for pupils with SEND and high-quality outcomes for all.
- Be committed to continuous professional development (CPD) particularly in areas of SEND; work effectively with all partners to secure the best support and outcomes for all pupils.
- Have a strong understanding of the SEND assessment process in order to secure the best support for pupils. This should include having an understanding of the systems used to assess and review pupils with additional funding including those with Education and Health Care Plans (EHC).
- Provide staff with the support and knowledge they need in order to support pupils with SEND in an effective way.

Managing the Organization

- Work with the Headteacher to deploy staff and other resources efficiently and effectively to meet specific objectives.
- Maintain and manage excellent standards of attendance.
- Take on the responsibility for the school in the absence of the Headteacher.
- Play a key role in the smooth day-to-day running of the school, ensuring that operational matters are well-organised and aligned with educational priorities.
- Promote and develop good leadership practice, positive staff relationships and effective communication.
- Take responsibility for engagement activities with support staff through regular catch-up meetings and professional dialogue to support well-being and capture staff viewpoints.
- Review and assess the staffing structure in the school, in particular where staff are supporting pupils with SEND.
- Continue to enhance our partnership ethos, working with parents, pupils, staff, governors, community organisations, local schools, the Local Authority and other outside agencies, to improve academic, cultural, health, emotional and social outcomes for pupils.

Safeguarding Responsibilities

- Act as the Designated Safeguarding Lead (or Deputy) and respond to safeguarding concerns swiftly, thoroughly and with professional curiosity.



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- Model exemplary safeguarding practice, setting clear expectations for staff training, vigilance and professional conduct.
- Build strong and collaborative partnerships with external agencies and families to ensure the best outcomes for vulnerable children.
- Promote the emotional health and mental well-being for all pupils and staff.

School Specific Responsibilities

- To take specific and direct responsibility for aspects of teaching and leadership that are agreed with the Headteacher and Governors.
- Have a part-time teaching role within the school, this commitment may vary year-on-year.