



CATALYST

Aveley Primary



Job Description: Deputy Headteacher

Reports to: The Head of School

Salary: Leadership Spine 10 – 15 (£60,261 - £67,928)

The Role

The exact role and specific responsibilities of the Deputy Headteacher will be agreed annually and will change regularly, to afford each member of the Leadership Team the opportunity to gain experience in all aspects of school leadership in preparation for Headship.

The Deputy Headteacher will lead on curriculum development, timetabling, tracking and analysis of results/data, behaviour management, external relations and community links, staff development, training and induction. As a member of the senior leadership team, the Deputy Headteacher will also be centrally involved in the overall leadership and management of the school and will help to establish a school culture that is both nurturing and rigorous.

Key Responsibilities

- To take an active lead on assessment through diagnosing and implementing effective strategies for raising the attainment of students across the school
- To have an oversight of the curriculum, working with colleagues across Catalyst Academies Trust to develop and enhance this
- To support colleagues, including all other members of the Leadership Team, in their work for the development and improvement of the school
- To support and contribute to the process of writing, implementing, evaluating and reviewing the annual School Development Plan, with understanding of its position and relevance in the cycle of school resourcing, improvement and long-term planning
- Alongside the Head of School, to ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times
- Model excellent practice in the classroom when required

Safeguarding

Fulfil personal responsibilities and support the Head 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 absence of the Head of School
- 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

Outcomes and Activities

Leadership and Management

- To share responsibility for the management of the school and the day-to-day running of the school
- To contribute to the review and decision-making processes including the formulation of aims and objectives
- To fully support whole school policy decisions, contribute to their establishment, implementation and review
- To actively promote the school and liaise with outside agencies as necessary, representing the Head of School and Aveley Primary School as appropriate
- To contribute to discussions and decisions at Leadership Team meetings
- To offer information, advice and perspective to the Governing Body and to any legitimate external inquiry/evaluation
- To communicate and consult with staff, students, parents and members of the local community as necessary
- To manage staff and resources, ensuring that policies and procedures are adhered to
- In the absence of the Head of School, to step-up and undertake the professional duties of the Head as reasonably delegated

School Ethos and Culture

- To maintain a presence around the school ensuring that the highest standards of behaviour and site use are upheld
- To contribute to overview and review of student behaviour and to participate in the regular whole-school supervisory duties fulfilled on a scheduled basis by the Leadership Team
- To be active in issues of staff and student welfare and support
- To demonstrate a commitment to Equality of Opportunity for all members of the school's community.

Teaching and Learning

- To identify strategies for raising the attainment of students and to work towards these identified and agreed goals
- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons
- To support the Trust through mentoring NQTs and students
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
- Ensure that all pupils achieve at Age Related Expectation (ARE) or, if well below expectations, make significant and continuing progress towards achieving at level
- To be able to model outstanding practice in terms of classroom teaching, preparation, marking and assessment

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the Head of School