



Deputy Headteacher
Barwick In Elmet C E primary School and Nursery
Job Description

L5 – L8

1. Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document.

The performance of all duties and responsibilities set out below will be under the reasonable direction of the headteacher or other senior managers, if appropriate. Reasonable amendments to the job description may be made, at any time, at the headteacher's discretion to fit with the demands and needs of the school and its pupils.

We are committed to promoting equal opportunities in employment. All staff and job applicants receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

2. Purpose of the Job and General duties

- 2.1. Be an active member of the SLT and assist the headteacher in leading the school, including deputising for the Headteacher in their absence.
- 2.2. Upholding the school values and distinctiveness as a Church School within Leeds Diocesan learning Trust
- 2.3. Safeguarding- be proactive in safeguarding all children through the implementation of the school's safeguarding policy and procedures.
- 2.4. Undertake the usual responsibilities of a teacher, whilst taking responsibility for leading other class teachers and staff across the school.
- 2.5. Take lead responsibility for ensuring that pupils' personal, emotional and academic needs are prioritised by providing strategic leadership across the school.
- 2.6. Implementing, enforcing and exhibiting model adherence to all school policies and procedures.
- 2.7. Cultivating and sustaining effective positive relationships with all staff, pupils, parents, governors and stakeholders.

- 2.8. Contribute to a safe and welcoming learning environment for pupils, particularly for those who may be vulnerable.

3. **Applicable Contract Terms and Duties**

- 3.1. This job description is to be performed in accordance with the latest School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade.
- 3.2. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.
- 3.3. Copies of the relevant documents are available for inspection at the school.

4. **Particular responsibilities**

- 4.1. Deputising for the Headteacher in their absence.
- 4.2. To support the Headteacher in all functions of their role.
- 4.3. To undertake the role of Deputy Designated safeguarding Lead
- 4.4. To comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection , reporting any concerns to an appropriate person.
- 4.5. To undertake any statutory initial and refresher training as required for the role of DDSL.
- 4.6. To assist the Headteacher/DSL in ensuring robust safeguarding oractices, policies and procedures are in place
- 4.7. Working with the headteacher to ensure and uphold a clear system of task delegation and devolution of responsibilities for all staff.
- 4.8. To undertake your duties as required by the latest Teachers' Standards.
- 4.9. Attend and take part in school meetings (including SLT) on curriculum, organisation, and guidelines.
- 4.10. Progress and continually develop working knowledge of national curriculum programmes and frameworks.
- 4.11. Maintain and assist in the maintenance of good behaviour among students in and around the school grounds whilst promoting safety and compliance with school rules and guidelines.
- 4.12. To undertake the role of SENDCo for the school providing strategic leadership of this area and fulfilling statutory reporting duties

- 4.13. A commitment to meet school targets and monitoring systems for pupil development.
- 4.14. To monitor work carried out by each pupil in the class including class work and home work and providing constructive feedback and informed targets, as appropriate.
- 4.15. Contributing to annual budget planning and monitoring.
- 4.16. Staff management and recruitment.

5. **Key Tasks and duties**

The key tasks associated with the post are as follows:

- 5.1. Deputising for the Headteacher in their absence and supporting the Headteacher in all functions of their role.
- 5.2. Taking a leading role in the day-to-day management of the school.
- 5.3. Take responsibility for all teaching staff and curriculum support staff.
- 5.4. Take responsibility for English across the school in regard to writing and for reading at KS2.
- 5.5. Lead on providing effective and strong support for all pupils, developing strategies to raise the self-esteem and aspirations of learners, and on agreed whole-school responsibilities.
- 5.6. Develop and maintain a strong inclusion culture across the school with high expectations for all vulnerable learners.
- 5.7. Be responsible for effective and appropriate provision for children with special educational needs- SENDCo
- 5.8. Undertake appropriate referrals and applications for children with SEND in a timely manner.
- 5.9. Develop and model collaborative working with a range of professionals and families in support of all children.
- 5.10. Be responsible for the effective CPD of staff with regard to meeting the needs of children with SEND.
- 5.11. Monitor and report on the progress of children with SEND using appropriate tools and systems.
- 5.12. Implement and review the curriculum and its assessment alongside the head of department.
- 5.13. Monitor, evaluate and review the effectiveness of curriculum policies.
- 5.14. Plan, allocate, support and evaluate the work undertaken in school, ensuring clear delegation of tasks and responsibilities.

- 5.15. Liaise with the headteacher to monitor and evaluate the quality of teaching and standards of learning and achievement for all pupils, including those with additional learning needs and SEND.
- 5.16. Ensure that parents, pupils and other relevant individuals are well-informed about pupil attainment and progress.
- 5.17. Being an approachable and professional authority figure for pupils to come to with any issues they may have.
- 5.18. Assist the governing board in its responsibility to monitor the school's performance.
- 5.19. Collaborate with the headteacher to manage performance and be responsible for the overall performance of school staff.
- 5.20. Assist and support staff to be accountable for their own performance and develop approaches to review and evaluation.
- 5.21. Make use of attainment data to set challenging yet realistic targets for pupils and analyse the outcomes of groups of pupils as well as individual pupils.
- 5.22. Maintain and present accounts of the school performance to the school's stakeholders and governors.
- 5.23. Ensure all managers' performance is up to standard and seek ways to develop management and leadership skills.
- 5.24. Be accountable for having a strong awareness of the school's policies and procedures.
- 5.25. Monitor the attendance of children with SEND and report any concerns.
- 5.26. Undertake additional duties as reasonably expected under the direction of the headteacher.
- 5.27. Play a key part in promoting pupil wellbeing.
- 5.28. Communicate with pupils and parents and listen to any concerns.
- 5.29. Lead training and support for staff members to enhance their performance.
- 5.30. Analyse data on attainment, attendance, behaviour, exclusions and wellbeing to inform future improvement.
- 5.31. Actively engaging in CPD to ensure professional skills are up-to-date and raining as necessary to ensure that all aspects of the role can be effectively conducted.

* This job description and the particular responsibilities are not exhaustive and will be under periodic review to ensure it meets the changing needs of the school.

6. **Relationships**

The Deputy Headteacher is responsible and reports to the headteacher for his/her duties and responsibilities.

Person specification – Deputy Headteacher

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have QTS. • Be willing to undertake relevant CPD and additional further training including statutory SENDCo training 	<ul style="list-style-type: none"> • Relevant professional qualification and or post-graduate qualification • First aid training
Experience	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • At least two years in a leadership and management role in a school • Have experience of working with children who have a range of SEND • Work effectively with vulnerable pupils • Liaise with a range of agencies and professionals to support pupils as well as working closely with the LA • Effective communication with parents • Experience of analysing data and using it to inform future practice. • Experience of line managing other members of staff. • Experience of leading whole-school initiatives. • Up-to-date with Education policy, including relevant legislation, statutory guidance and good practice recommendations within the sector. 	<ul style="list-style-type: none"> • Have contacts with relevant external agencies. • Experience of raising standards that have impacted positively on pupils and teaching and learning. • Evidence of demonstrating strategic leadership. • Experience of making effective use of funding and other resources.
Knowledge and skills	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • A sound understanding of the curriculum. • Excellent behaviour and staff management skills. • Excellent inter-personal skills. • The ability to work as part of a team. • Excellent planning and organisational skills. • Effective oral and written communication skills. • Knowledge of key performance indicators and the ability to use them to monitor progress. • Awareness of the needs of pupils with EAL. • Awareness of a wide range of needs that may be presented by children with SEND. • An understanding of how a pupil's learning is affected by their intellectual, emotional and social development, and the stages of child development. 	<ul style="list-style-type: none"> • Strong understanding school guidance and legislation • Understanding of employment law and HR processes

Personal qualities	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Be committed to ongoing personal development • Able to work collaboratively • Supportive of their colleagues. • A good communicator. • Have good attendance and punctuality. • Be proactive in the working environment. • Be enthusiastic and positive. • Be able to accommodate to changes in priorities. • Be able to anticipate workload and plan ahead. • Be able to develop effective relationships with parents and staff within school and work as part of a team. • Be able to encourage and enable others to reach their full potential. • Approachable, empathetic and personable. • Able to motivate themselves and those around them. 	<ul style="list-style-type: none"> • Self-confidence • Ability to relate well to other professionals • Ability to lead (including leading by example)
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