



## **JOB DESCRIPTION**

**Job Title: Deputy Headteacher**

**Location: Bramley St. Peter's C of E Primary School**

**Pay Range: L9-14**

### **1. PURPOSE OF THE JOB**

To assist the Headteacher with the management and organisation of the school in seeking to achieve the highest standards of pupil achievement and school efficiency and deputise in the absence of the Headteacher both at short notice and over a longer term. To play a major role in assisting the Headteacher in:

- Formulating the aims and the objectives of the school
- Establishing the policies through which they are to be achieved
- Managing staff and resources towards their achievement
- Monitoring progress towards their achievement

### **2. THE STATUTORY REQUIREMENTS**

The appointment is subject to the current conditions of employment for Deputy Headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

### **3. DUTIES AND RESPONSIBILITIES**

#### **Shaping the future**

- Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Motivates and works with others to create a shared culture and positive climate.
- Works with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement.

#### **Leading teaching and learning**

- Be a good role model to all teaching staff within the school and reflect a high level of professional teaching standards.
- Demonstrates best practice through allocated teaching commitment.
- Demonstrates and articulates high expectations and sets stretching targets for the whole school.
- Monitors, evaluates and reviews classroom practice and manage improvement strategies including supporting underperformance.
- Analyses and interprets school data to inform classroom practice across the school.



### **Developing self and working with others**

- Manages positive working relationships with all staff.
- Motivates and challenges all staff to maintain high expectations of behaviours.
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review.

### **Managing the organisation**

- Recruits, retains and deploys staff appropriately.
- Implements evidence-based school development plans and policies for the organisation and its facilities.
- Ensures that policies and practices take account of national and local policies and initiatives.
- Manages the school environment to ensure that the school meets all health and safety regulations.

### **Securing accountability**

- Manages staff roles and ensures that responsibilities are clearly defined, understood and agreed.
- Works with the Governing Board or Governing Board committees to enable them to meet their statutory responsibilities.
- Is able to present the school's performance and other school initiatives to a range of audiences; parents/carers, Governors, school improvement officers, Diocese advisers and other external agencies.

### **Strengthening the community**

- Works with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community.
- Builds the reputation of the school with the outside community.
- Creates and maintains partnerships with parents/carers and volunteers to support and improve pupils' achievement and personal development
- Contributes to whole school community activities and events

### **Child protection and safeguarding**

- Ensures that the child protection and safeguarding policies and procedures adopted by the Governing Board are fully implemented and followed by all staff.
- Ensures that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding related responsibilities effectively.
- Be part of the Designated safeguarding team and ensure all Child Protection concerns are followed up within the set procedures.

### **Christian distinctiveness**

- Actively promote Bramley St. Peter's Christian vision, values and ethos including:
  - Upholding the Christian character of the school
  - Leading collective worship
  - Ensuring the school's vision, values and ethos are 'lived out' by the whole school community.



## Deputy Headteacher PERSON SPECIFICATION

**Key:**

**App** – Application Form

**Ref** – Reference

**SP** – Selection process. This could include a range of exercises, including an interview.

<b>Knowledge, Experience and Skills</b>		
	Essential/ Desirable	How identified
<b><i>Leadership and management</i></b>		
Ability to build effective relationships with staff, parents/carers, governors and other agencies	E	App/SP
Ability to line manage staff	E	App/SP
Ability to use HR policies and procedures	E	App/SP
Ability to make and implement difficult decisions	E	App/SP
Have high expectations that motivate, support and challenge staff and pupils alike	E	App/SP
<b><i>Shaping the future</i></b>		
Implements an improvement plan across the school or part of the school, identifying the priorities and evaluating the impact	E	App/SP
Works with and motivates teams and individuals to implement changes across the school	E	App/SP
Have an innovative and creative approach	E	App/SP
<b><i>Leading teaching and learning</i></b>		
Being a good role model in all teaching standards, reflecting best practice	E	App/SP
Knowledge of how to use data to monitor pupil progress	E	App/SP
Knowledge of assessment tools to monitor teaching and learning	E	App/SP
Ability to identify effective interventions to ensure pupils maintain good progress	E	App/SP
Ability to identify excellent classroom practice to enable staff to improve, through effective feedback	E	App/SP
Have up to date knowledge and experience of the EYFS Framework and National Curriculum	D	App/SP
<b><i>Developing self and working with others</i></b>		
Regularly reviews own practice and proactively participates in quality CPD	E	App/SP
Uses CPD to motivate, enthuse and develop staff	E	App/SP
Ability to plan and allocate work effectively	E	App/SP
Ability to coach and mentor staff	E	App/SP
<b><i>Managing the organisation</i></b>		
Implements changes to staffing structures	D	App/SP
Ensures the smooth running of the school on a day to day basis	E	App/SP
Recruits, retains and manages a range of school staff	E	App/SP
Manages the school's environment in line with health and safety regulations	D	App/SP



<b>Securing accountability</b>		
Constructively holds people to account for what they have agreed to deliver	E	App/SP
Works effectively with the Governing Board to fulfil statutory duties	D	App/SP
Provides performance data to parents/carers, governors, school improvement officers and Diocese advisers	D	App/SP
Works proactively to offer support and guidance for developments within the school and staff team	E	App/SP
<b>Strengthening the community</b>		
Builds constructive relationships and partnerships with community groups, outside agencies and other schools which effectively impact on the school and the learning journey of all pupils	E	App/SP
Proactively ensures the continuation of the good standing Bramley St. Peter's holds in the community	E	App/SP
Works with and support parents and carers to overcome barriers and/or challenges to learning in order to achieve the best pupil outcomes	E	App/SP
<b>Child protection and safeguarding</b>		
Is aware of and able to manage effective CP and safeguarding policies and procedures	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Has undertaken Designated safeguarding training	D*	App/SP
Positively contributes to the safeguarding team and impact on outcomes for pupils	E	App/SP
<b>Qualifications and training</b>		
Qualified Teacher Status or other educational qualification	E	App/SP
A degree or management qualification	E	App/SP
Evidence of continuing professional development e.g., NPQs, training within an Alliance or Partnership	E	App/SP
<b>Personal qualities and attributes</b>		
Build and maintain quality relationships through interpersonal skills and effective communication		SP
Demonstrate personal and professional integrity with impact and presence, leading by example		SP
Be approachable and person-centred reflecting moral purpose		SP
Ensure our pupils are at the heart of all decision making		
Be aware of own strengths and areas for development and listen to and reflect constructively, and act as appropriate, on feedback from others		SP
Be able to empathise appropriately and take necessary steps		SP
Promote and be part of a culture of high trust and expectations within the staff team		SP
Demonstrate a capacity for sustained hard work with energy, vigour and resilience		SP
Inspire, challenge, motivate and empower teams and individuals to achieve the best outcomes for all		SP

\*willingness to undertake training if not already in place is essential