**Broken Cross Primary Academy & Nursery**

**Job Description**

**Deputy Headteacher**

**Job Purpose**

To work in cooperation with the Headteacher, the Governors and the Fallibroome Trust to provide professional leadership and inspirational management to secure the school’s continuing success and improvement, ensuring a high quality education for all pupils and excellent standards of teaching and learning.

**Key responsibilities**

**Leadership**

In co-operation with and under the direction of the Headteacher:

* Support the vision, ethos and policies of the school of the school and promote high levels of achievement;
* Support the creation and implementation of the School Development Plan, School Self Evaluation and School Improvement Plan actions and take responsibility for appropriately delegated aspects of each;
* Support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work;
* Support the evaluation of the effectiveness of the school’s policies and developments;
* Ensure that parents are well informed about the school curriculum, its targets, children’s attainment and their part in the process of improvement;
* Act with the Headteacher and the SENDCO to ensure that the role of Deputy Designated Safeguarding Lead is fulfilled.

**Teaching and Learning:**

* Develop teaching practice and a classroom environment which secures effective learning across the breadth of the curriculum, clearly demonstrating effective teaching, classroom organisation and display and high standards of achievement, behaviour and discipline;
* Take responsibility for the development and monitoring of a curriculum area or whole school curriculum aspect, as agreed;
* Support the Headteacher in the monitoring of the quality of teaching and children’s achievements including the analysis of performance data;
* Support the Headteacher in developing links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children’s personal development.

**Leading and managing staff:**

* Support the Headteacher in developing positive working relationships between all staff and provide and sustain motivation;
* Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes;
* To facilitate the induction of all new teaching staff, act as a mentor for NQT’s and to mentor student teachers in school;
* Support the Headteacher in the implementation of the school’s Performance Management Policy.

**Effective use of staff and resources:**

* Support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and ensure all staff have a clear understanding of their roles and responsibilities;
* Manage the school effectively in the absence of the Headteacher;
* Support the Headteacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children’s personal and development needs are met;
* Work with the Headteacher, Governors and Trust in establishing priorities for expenditure and monitoring effectiveness of spending and usage of resources with a view to achieving value for money.

**General:**

* Act as a ‘critical friend’ and provide effective professional challenge and support to the Headteacher;
* Provide information and advice to the Headteacher, Governing Body and Trust and support proper accountability processes throughout the school;
* Take on specific tasks related to the day to day administration and organisation of the school;
* Take on any additional responsibilities as required;
* Work in compliance with School Codes of Conduct, Regulations and policies and in line with the Trust’s commitment to equality of opportunity.

**Broken Cross Primary Academy & Nursery**

**Person specification**

**Deputy Headteacher**

| Factor | Essential | Desirable |
| --- | --- | --- |
| A Qualifications | QTS  Degree | Evidence of professional  development in school leadership  and management |
| E Experience | Experience of teaching children within the age range covered by the school   Training or mentoring (e.g.  colleagues, trainee teachers, NQT’s) | Leadership and Management of whole school areas  Hold a TLR post or equivalent |
| K Knowledge and skills | Proven ability as an excellent classroom practitioner  Interest in and understanding of the benefits of educational research in driving school improvement  Experience of working with multiple agencies supporting families and children  Demonstrable understanding of the Literacy and Numeracy Framework  Proven ability to identify, lead and sustain new initiatives  Experience of using data for monitoring, planning, target setting and improving learning across the school  The ability to use IT as a curriculum and management tool | Able to use a range of behaviour management strategies and implement them across the school |
| Leadership and management | Experience of effective subject leadership in the primary phase  Experience of leading a significant curriculum initiative and being able to evidence impact on improvement on pupil outcomes  Experience of monitoring and evaluating the quality of teaching and standards of learning  Ability to communicate  effectively, orally and in writing with a range of audiences – staff, pupils, parents and governors |  |
| Continuing Professional Development | A balanced programme of relevant experiences which may include curriculum, organisational / management skills | Evidence of managing CPD  effectively in a whole school context |
| Personal | Demonstrates experience of being involved in the life of the school within the community | Evidence of commitment to extra-curricular activities.  Can demonstrate commitment to present school |