



# Deputy Headteacher

## *Job Description*

<b>Job title and role:</b>	Deputy Headteacher and SENCO (1.0 FTE) with class teacher responsibilities
<b>Remuneration through pay:</b>	Leadership range: L1 – L5 ( <i>commensurate with a PAN of 120 pupils max.</i> )
<b>Remuneration through time:</b>	Dedicated, weekly non-contact time linked to leadership responsibilities
<b>Accountable to:</b>	The Headteacher

### **The Core Purpose**

The Deputy Headteacher plays an integral role in supporting the Headteacher with the day-to-day to operational management of the school, as well as taking a lead role in developing the school strategically, which includes leading the provision for SEND across the school, as the SENCO. Through their varied roles and responsibilities, the Deputy Headteacher will play a major role in establishing a culture that promotes excellence, equality and high expectations for all pupils and staff, acting as a custodian of the school's commitment to securing the very best education for pupils and best professional learning environment for staff. The Deputy Headteacher works closely with the Headteacher and others to formulate the culture, vision, aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives and monitor and evaluate progress towards their achievement. Working with the Headteacher and others, the Deputy Headteacher will support evaluation of the school's performance to identify the priorities for continuous improvement and raising standards; maximising value for money; ensuring equality of opportunity for all and developing policies and practices that hold others to account in order to achieve the best for our pupils.

Alongside their whole school leadership role, the Deputy Headteacher, as a class-based leader, will demonstrate their passion and commitment to raising standards through consistent effective teaching, acting as role model for others and inspiring them in their work. As the school grows and transitions from first school to primary school, the Deputy Headteacher will play a major role in developing the school's curriculum and they will lead specifically on developing an exciting, purposeful, and impactful curriculum for Years 5 and 6, drawing on their expert knowledge of upper KS2.

The Deputy Headteacher will be required to deputise and assume full responsibility for the school in the absence of the Headteacher, in line with the expectations set out in the Headteacher's Standards.

### **Professional Responsibilities**

To carry out the duties of a Deputy Headteacher as set out in the current Teacher's Pay and Conditions Document and carry out the duties of a SENCO as set out in the Special educational needs and disability code of practice. The post-holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the professional duties set out within this job description.

## **Shaping the Future; Our Strategic Direction**

- Work with the Headteacher to ensure the vision for the school is clearly articulated, shared, understood, and effectively acted upon by all
- Demonstrate the vision in everyday work and practice
- Work collaboratively and motivate others to create a shared culture and positive, solution-focused, goal-orientated climate focused on maximising staff and pupils' progress towards achieving their full potential
- Work with the Headteacher to ensure that strategic planning takes account of the diversity and experience of the school and community
- Take a leading role across the whole school, in the light of new and emerging research, to enhance and extend the learning experience of pupils and staff
- Lead new initiatives across school and monitor and evaluate the impact of these initiatives

## **SENCO**

- Lead by example with a strong commitment to inclusion with high expectations for pupils and staff
- As SENCO, and with the support, and direction of the Headteacher, undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies, providing maximum support and ensuring continuity of provision
- Ensure that the school carries out its statutory responsibilities regarding all pupils with SEN
- Maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and of the school's curriculum and policies
- Support staff with annual reviews and attend / chair when necessary
- Set the strategic direction and development of SEN policy and provision in the school (with the support of, and under the direction of the Headteacher)
- Exercise a key role in leading the implementation of SEN policy / provision at an operational level
- Advise on and contribute to the professional development of staff, including whole school INSET provision
- Support all staff in understanding the needs of pupils with additional needs and signpost them to further information so that they can independently develop their own knowledge and understanding
- Support staff to develop the skills they need to effectively assess the needs of pupils with special educational needs
- Monitor pupil progress and evaluate the quality of teaching and learning
- Analyse and interpret relevant school, local and national data
- Prepare and present informative reports linked to the role of SENCO to the Headteacher, governors and other stakeholders as required
- Liaise with other school SENCOs as required

## **Teaching**

- Carry out the professional duties of a teacher as required
- Set ambitious standards and high expectations for all pupils and ensure teaching and learning reflects the ethos of the school
- Establish and sustain high-quality, expert teaching, built on an evidence-informed understanding of effective teaching and how pupils learn
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- Check pupils' understanding systematically, and identify misunderstandings and adapt teaching as necessary to address these
- Use assessment to check pupils' understanding to inform teaching
- Establish high expectations for pupils' behaviour and conduct and ensure pupils behave well by demonstrating high levels of self-control and positive attitudes to their education

## **Leading Learning**

- With leaders, develop and maintain an appropriate and inclusive curriculum, designed to reflect the school's curriculum model, as well as the best current educational thinking, practice and research. This work will focus on the intent, implementation and impact of the upper Key Stage 2 curriculum
- Demonstrate consistent application of all school policies and provide an exemplar model of the application of policies in their practice where appropriate
- Research and lead creative and imaginative ways of anticipating and solving problems and identifying opportunities that will enhance the quality of education across the school
- Work closely with the Headteacher to lead a system and culture of continual improvement and high standards in teaching through performance management, coaching, team-teaching, and demonstrating excellence
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams and be accountable for their professional development and outcomes
- Hold all staff to account in line with the school's expectations and contribute to the performance management process for identified members of staff
- Demonstrate a culture and ethos of challenge and support where all pupils and staff can achieve success and become engaged in their own learning and development
- Monitor, evaluate and review classroom practice throughout the school and promote improvement
- Challenge underperformance at all levels and provide support to improve performance
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- Work collaboratively, make sure parents and pupils are well informed about the curriculum, attainment and progress

## **Developing Self and Working with Others**

- Through day-to-day basis practice, including daily time outside of pupils' hours, and at school events, create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- On a day-to-day basis, provide guidance and leadership to ensure the highest possible standard of pupil care, record keeping and communication
- Play a lead role in managing pupil behaviour across school and additionally by consistently modelling and implementing the agreed policy for pupil behaviour, which is centred on Restorative Practices
- Take a lead role in the pastoral care of all staff by supporting the Headteacher to develop positive working relationships and sustain motivation and commitment, with and between all staff
- Create and maintain a positive school culture by establishing high standards and evidence-based accountability measures, and by treat people fairly, equitably and with dignity and respect
- Support the Headteacher in ensuring effective planning, allocation, support, and evaluation of work is undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Regularly review own practice, set personal targets and take responsibility for your own personal development
- Manage own workload and that of others to meet deadlines and targets and work to maintain personal and collective wellbeing
- Effectively support colleagues to manage their workload by being an example of how to prioritise, deal with stress and pressure and respond positively and flexibly to change
- Have collective responsibility for maintaining and developing a positive and constructive partnership with parents and the local community

## **Managing the Organisation**

- Undertake full responsibility for all matters relating to the school in the absence of the Headteacher
- Remain up to date on developments and issues with regard to the leadership and management of a primary school
- Help all staff to understand and fulfil their statutory responsibilities through observation, feedback, support and modelling
- Line manage and act as performance management reviewer for staff identified by the Headteacher
- Support the Headteacher in developing and maintaining high morale and confidence amongst all staff and set an example of high professional standards and leadership

- Support the Headteacher to ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all provide value for money
- Contribute towards recruitment and interviewing processes of staff
- Communicate relevant information to all staff in a timely and organised manner
- To support the school's extra-curricular activities and enrichment opportunities
- Work with the Headteacher to ensure that safeguarding practices are robust across the school and engage in relevant CPD to keep up to date with legislation and guidance.
- This job description includes the role of Deputy Designated Safeguarding Lead (DSL), alongside a team of at least three other DSLs in school. The duties of a Deputy-DSL are set out in Keeping Children Safe in Education (2022)
- Undertake any additional duties or responsibilities which may be reasonably regarded as within the nature of the post or determined by the Headteacher

### **Accountability**

- Attend Senior Leadership Team Meetings with the Headteacher and termly meetings of the Full Governing Body, when required, to provide information and advice regarding specific areas of responsibility
- Support in the development of and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others
- Fulfil all commitments arising from contractual accountability

### **Note**

The job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes. The job description is to be performed in accordance with School Teachers' Pay and Conditions Document and within the range of duties set out in that document, so far as relevant to the postholder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment, to the extent that they are incorporated in the postholder's individual contract of employment. The post is also subject to relevant Teacher Standards (2011).

In the event of the Deputy Headteacher deputising in the role of Headteacher on a long-term, sustained basis, the job description will be reviewed to reflect the substantial and sustained responsibilities of the role.

