

## Cathedral Primary School

### Deputy Headteacher

#### Job description

<b>Job title</b>	<b>Deputy Headteacher</b>
<b>Location</b>	<b>Cathedral Primary School</b>
<b>Salary</b>	<b>L8 - L12 £59,167 - £65,286</b>
<b>Role Summary</b>	We are looking for an experienced and inspirational Deputy Headteacher to join our friendly and welcoming team. If you join us, a typical day in this role may see you leading on strategic school improvement, supporting staff development, and ensuring the highest standards of teaching and learning across the school.
<b>Working pattern</b>	32.5 hours a week (Full time)
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work in close partnership with the Headteacher, staff and governors to develop and manage the school effectively, providing clear vision, positive leadership and direction for the school, ensuring that it is managed and organised to meet its aims and targets.</li> <li>• To embrace the vision and values of Cathedral Primary School.</li> <li>• Actively contribute to collaborative activities across Cathedral Schools Trust.</li> <li>• Support the Headteacher in providing professional leadership for the school that secures its success, ensuring high quality education, enabling pupils to reach their full potential and flourish.</li> <li>• Support the Headteacher to enhance collaboration and strengthen ties between Cathedral Primary School (CPS) and Bristol Cathedral Choir School (BCCS), ensuring the best possible transition of pupils into Key Stage 3.</li> <li>• Lead on Curriculum, Pedagogy and Assessment, ensuring the highest possible standards of teaching, learning and pupil outcomes.</li> <li>• Work with the Headteacher to support and promote the Church of England identity of the school and ensure this is reflected in the life of the school.</li> <li>• Support with effective behaviour management strategies promoting good behaviour and discipline across the school.</li> <li>• Line manage staff to include completion of performance review meetings and target setting, in accordance with the school's line management structure.</li> </ul>

	<ul style="list-style-type: none"> <li>● Act as a role model to other staff, bringing a strong professional presence to the school.</li> <li>● Undertake the professional duties of the Deputy Headteacher and deputise the Headteacher for these as required, ensuring the smooth operation and day to day running of the school.</li> <li>● Model high quality teaching and learning to others.</li> <li>● Play a major role under the overall direction of the Headteacher in formulating and reviewing the implementation of our school improvement plan, self-evaluation and aims and objectives of the school.</li> <li>● Work in partnership with colleagues, governors, parents and outside agencies in the best interests of the pupils and the school.</li> <li>● Manage staff well, with due attention to workload and wellbeing, raising any concerns with the Headteacher if they arise.</li> <li>● Be involved in the co-curricular offer at CPS by either leading or supporting additional activities that are enriching.</li> <li>● In the absence of the DSL act as the Deputy DSL and take lead responsibility for safeguarding and child protection.</li> </ul> <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p>
<p><b>Reporting to</b></p>	<p>Sara Yarnold (Headteacher)</p>
<p><b>Safeguarding</b></p>	<p><i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i></p>

## **Cathedral Primary School**

### **Deputy Headteacher**

### **Person Specification**

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

#### **Skills and personal attributes:**

*(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)*

#### **Essential for this role:**

- An outstanding communicator with an excellent understanding of Primary provision.
- Excellent written and verbal communication skills.
- Experience of analysing pupil assessment data and using this to inform classroom practice and the deployment of additional resources.
- Ability to inspire, challenge and motivate others and communicate effectively with different audiences.
- Adaptable to changing circumstances and new ideas.
- Self-motivated with a high level of organisational skills and the ability to prioritise workload effectively for themselves and others in order to meet deadlines.
- Passionate about delivering high quality education to children and their families.
- Values diversity and the unique contribution every individual makes to the learning community.
- Demonstrate professionalism, loyalty and integrity.
- Able to learn quickly and an active commitment to professional learning, reading and development.
- The ability to think strategically.
- Adept at striking an effective balance between being both a decisive leader and a team player.
- Capacity to express optimism & positivity, passion & drive, empathy & intuition, emotional intelligence and resilience.

- Ability to communicate with a wide range of audiences, including pupils, parents, colleagues and others.
- Approachable and highly visible to children and parents.
- To have a strong moral purpose in nurturing less experienced staff with a commitment and drive to developing potential in order to contribute to the broader educational landscape.
- Able to inspire confidence in pupils, parents, carers and colleagues.

**You are likely to have:**

- An inquisitive, curious mind and be able to think creatively, solve problems and make decisions based on sound judgement.
- Experience in delivering and organising high quality CPD for staff to improve outcomes.

**You may have:**

- Personal interests and enthusiasms that you can bring to the school community.

**Knowledge and qualifications:**

*(Professional, technical or academic qualifications that you have achieved relevant to this role)*

**Essential for this role:**

- Qualified teacher status.
- Good Honours degree or equivalent.
- Evidence of continuous professional development in preparation for a senior leadership role e.g. NPQSL.
- Experience of line management of staff.
- A determined and rigorous approach to ensuring the effective operational running of the school, implementing well-considered and effective solutions.
- Commitment to, and proven experience of, effectively supporting the implementation of procedures for safeguarding and promoting welfare of pupils and staff.
- Ability to support the implementation of strategies to celebrate diversity and ensure inclusion and equity of provision, so that all flourish.
- Adept and highly proficient in utilising ICT and embraces advances in technology to support school improvement.
- Ability to oversee the development of subject leaders with a range of expertise and experience.
- Proven ability to inspire, support, challenge and empower teams and individuals, promote excellence, and address underperformance effectively.
- Commitment to staying informed about educational developments and research in order to drive school improvement.
- Analyse data to monitor pupil progress and evaluate the performance of pupil groups, in order to plan appropriate strategies for whole school improvement.

**You are likely to have:**

- Experience of leadership within safeguarding, e.g. DSL/Deputy DSL.

**You may have:**

- An understanding of how to manage resources, particularly around the deployment of staff and the ability to work within financial policy procedures.
- Aspirations to become a head teacher.

**Experience:**

*(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)*

**Essential for this role:**

- Recent and successful experience of middle/senior leadership and management in the primary phase.
- Experience of having led on school improvement priorities and having demonstrated a positive impact.
- Outstanding teacher with high expectations of children's attainment and progress.
- Monitoring, evaluating and improving the quality of education and curriculum delivery through effective use of a range of strategies that improve the performance of individuals/teams, e.g.
  - Data analysis
  - Target setting
  - Targeted feedback
  - Coaching and mentoring
- Experience and confidence in successfully dealing with challenging situations and finding positive resolutions.
- Evidence of substantial and sustained high quality teaching within the primary school age.
- Involvement in school self-evaluation and development planning.
- Involvement in curriculum development within a school.
- In depth knowledge of the primary National Curriculum.
- Experience in working successfully to develop and maintain positive partnerships with parents/carers and the wider community.
- Experience raising standards in learning and teaching and improving outcomes for children.
- Delivering and organising high quality CPD for staff to improve outcomes/ provision.
- Experience of lesson observations, work and planning scrutiny and providing quality feedback to teachers, which results in a sustained impact for all pupils.

**You are likely to have:**

- Deputy Headship or Assistant Headship experience.
- Experience of line management and performance review.

- Teaching in more than one school.
- Teaching and leading across EYFS/KS1/KS2.

**You may have:**

- Experience of supporting ITT and ECT's.
- Experience dealing with outside agencies.
- Experience building external partnerships and collaborating with colleagues and organisations to bring in new ideas and enhance outcomes for the school.

**Other Requirements:**

**Essential for this role:**

- Is willing to commit to supporting all faith activities in a Church school.
- A track record of fostering an open, fair and equitable culture.

**You are likely to have:**

- Commitment and ability to support the implementation of an ethos of the highest standards of pupil behaviour, standards and welfare.
- Has a secure understanding of the distinctive ethos of a Church of England school.

**You may have:**

- Experience in delivering and can demonstrate a knowledge of how to deliver/lead acts of worship in a Church School.

*Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.*

*As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.*