

Dunmow St Mary's Church of England Primary School



Job description: Deputy Headteacher

Job details

Salary: Leadership 6-12

Contract type: Full time

Reporting to: Headteacher

Main Purpose

Under the direction of the headteacher, the deputy headteacher will take a major role in:

- Supporting the Headteacher with the day-to-day management of the school
- Taking a lead role in the strategic direction of the school
- Lead, develop and support the direction, vision, values and priorities of the school as a Church of England school built upon Christian values
- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community, the diocese and the local authority
- Establish and oversee systems, processes and policies so the school can operate effectively
- Managing staff and resources to achieve the school's aims and objectives and monitor and evaluate progress towards the achievement.
- If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.
- The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Qualities

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture, behaviour and attendance

Under the direction of the headteacher, the deputy headteacher will:

- Work alongside the senior leadership team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism

- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Be committed to the Trauma Perceptive Practice Approach and support staff with the principles and practices
- To be the school's attendance champion and lead on all matters pertaining to attendance

Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- To teach small groups or classes as required
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Lead on all matters pertaining to statutory assessment and testing.
- Lead on internal assessment and tracking systems.
- Lead on pupil premium and monitor, evaluate and review the impact of spending and prepare the annual published report.
- Monitor the attainment and progress of vulnerable groups
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher and working alongside the senior leadership team (SLT) and other staff members, the deputy headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND code of practice.

Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care and be a Deputy Designated Safeguarding Lead.
- Take responsibility for the management of daily absence of teaching staff and cover including PPA time

- Manage staff with due attention to workload and wellbeing
- Allocate resources appropriately, efficiently and effectively
- Ensure the publication of information on the school website is up to date and compliant

Professional development and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Be responsible for the Performance Management Cycle of a proportion of the teaching staff
- Lead on ITT within the school and liaise with ITT providers
- Work effectively in partnership with other local schools including Dunmow Excellence in Education Partnership

Governance and accountability

Under the direction of the headteacher, the deputy headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils