



Eaglesfield Paddle C.E. Primary Academy

Eaglesfield, Cockermouth

Cumbria CA13 0QY

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Headteacher : D F V Watson B Ed (Hons), Dip Ed, Cert Ed

JOB DESCRIPTION

POST TITLE:	Deputy Head Teacher Full-time position
RESPONSIBLE TO:	Headteacher and Governing Body
PAY GRADE:	Leadership Scale 4-7
JOB PURPOSE:	To assist the Headteacher (HT) with the leadership and management of the school in order to promote effective education for all children within the framework provided by the policies of the school and the LEA with regard to all statutory requirements.

MAIN DUTIES AND RESPONSIBILITIES:

- (i) To lead Teaching & Learning in school and be responsible for ensuring all curriculum teams are aware of developments.
- (ii) The professional duties of Deputy Headteacher are those set out in the current Teachers' Pay and Conditions document.
- (iii) Taking responsibility for the professional duties of the Headteacher as set out in the current Teachers' Pay and Conditions document in the absence of the Headteacher.
- (iv) To safeguard all children in their care and undertake, if required, the role of Deputy Designated Safeguarding lead.
- (v) Together with the Headteacher and staff, establish and review key performance targets for the school's development and keep the general performance of the school under continuous review.
- (vi) Use data to analyse the strengths and areas that require development throughout the school.
- (vii) To promote the aims, ethos and Christian values of the school.
- (viii) To support the HT and governors in the implementation and monitoring of the safeguarding policies and procedures for the school.
- (ix) To ensure effective communication and liaison within the school.
- (x) To ensure, with the HT, the good conduct and behaviour of children utilising a positive behaviour approach.
- (xi) To help to maintain links with parents, governors and the community.
- (xii) To lead staff meetings/ curriculum team meetings / INSET where appropriate.
- (xiii) To have responsibility for areas of the curriculum as a subject team leader (to be negotiated).
- (xiv) To undertake any professional duties which may be delegated from time to time by the HT.
- (xv) To be responsible for supporting the HT in the organisation and management of Continuing Professional Development (CPD) for all teachers and teaching assistants.
- (xvi) To be responsible for the organisation and management of Performance Management for non-teaching staff.

(xvii)	To mentor Early Careers Teachers (ECTs) and provide support for ECTs and Teachers on Supply.
(xviii)	To work within the Leadership team to update the School Evaluation Form (SEF) /School Improvement Plan (SIP) and lead the school forward on areas for improvement identified.
(xix)	To make a positive contribution to the School's Board of Governors as a staff governor 'teaching representative', and attend meeting of the Full Board and the Curriculum Sub-committee
(xx)	To support the Headteacher and Governing body in the investigation of complaints.
Health & Safety: The Health & Safety at Work Act 1974 and amendments state it is responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.	
Confidentiality: Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by the headteacher.	
The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description. This will include showing flexibility in teaching different year groups if required.	
This post requires an enhanced DBS check	

PERSON SPECIFICATION		
POST TITLE: Deputy Head Teacher		
Attribute/Criteria	Essential	Desirable
Professional Qualifications/ Training	<i>This will include</i> <ul style="list-style-type: none"> Must be Primary trained Teaching Certificate, BA, BEd, or BSc PGCE or equivalent Evidence of CPD necessary for a Deputy Head Post. 	<i>This may include</i> <ul style="list-style-type: none"> Further relevant qualifications Courses & training in specialist curriculum area.
Employment Experience	<i>This will include</i> <ul style="list-style-type: none"> Experience of teaching/placement across the different phases of KS1 and KS2 	<i>This may include</i> <ul style="list-style-type: none"> Experience of teaching/placement in Foundation Stage
Leadership Experience	<i>This will include</i> <ul style="list-style-type: none"> Leading, managing or driving change in teaching and learning. A clear understanding of effective leadership. An outstanding track record of effective communication and developing excellent working relationships. 	<i>This may include</i> <ul style="list-style-type: none"> Having been responsible for financial management Experience of school governance

	<ul style="list-style-type: none"> • Being able to demonstrate impact on outcomes for children across the school. 	
Professional Skills	<p><i>This will include</i></p> <ul style="list-style-type: none"> • A clear understanding of outstanding teaching and learning. • Being able to Plan, organise an enabling learning environment both inside the classroom and outside. • Interpreting data to identify strengths and areas of development. • The ability to contribute to whole school development • The ability to deploy a variety of teaching styles which enable children to be active learners who reach their full potential. • Have a clear understanding of safeguarding children in their care. • Demonstrating an in-depth understanding and knowledge of the curriculum and effective learning. • Supporting subject leaders across school. • The ability to motivate pupils, adapt learning to support access to the curriculum, and to strive to ensure every child makes at least good progress. • Demonstrating effective planning and assessment procedures in co-operation with colleagues. • Representing the ethos and Christian values of our school • Maintaining safe and productive behaviour. 	<p><i>This may include</i></p> <ul style="list-style-type: none"> • Experience of running workshops and networks for parents and across the consortium.
Personal Skills	<p><i>This will include</i></p> <ul style="list-style-type: none"> • Meeting the professional standards for teaching • Demonstrating commitments to all aspects of school life • Exhibiting evidence of high levels of enthusiasm, commitment, energy and flexibility. • Leading and participating in residentials, extra-curricular, governor and parent events • Displaying good oral and written communication skills 	<p><i>This may include</i></p> <ul style="list-style-type: none"> • Supporting family's well-being through Team Around the Family Meetings

	<ul style="list-style-type: none"> • Showing evidence of effective ICT, organisation and team participation skills • Being approachable and demonstrating good interpersonal skills with parents • Having the ability to work in co-operation with all staff, governors and parents in achieving the aims and objectives of our school 	
<p>SOURCES OF ASSESSMENT:</p> <ul style="list-style-type: none"> • Application form • Performance in Lesson Observation • Performance in Task/s • Performance in Interview/s • References <p>Verification of qualifications (original documents are required to be presented at interview)</p>		