

## **JOB DESCRIPTION**

<p><b>JOB TITLE: DEPUTY HEADTEACHER</b> <b>LOCATION: ALL SAINTS CARSHALTON CofE PRIMARY SCHOOL</b></p>
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### **MAIN PURPOSE OF JOB**

A person appointed as a deputy head teacher in a school, in addition to carrying out the professional duties of a teacher (other than a head teacher) including those duties particularly assigned by the head teacher, must play a major role under the overall direction of the head teacher in:

- a) formulating the aims and objectives of the school, fulfilling the vision, values and ethos at All Saints Carshalton CofE Primary School.
- b) establishing the policies through which they are to be achieved;
- c) leading and managing staff to that end;
- d) monitoring progress towards their achievement;
- e) undertaking any professional duties of the head teacher reasonably delegated by the head teacher.

If the head teacher is absent from the school a deputy head teacher must undertake their professional duties to the extent required by the head teacher, the Local Governing Body or the Multi Academy Trust (MAT).

### **KEY RESPONSIBILITIES**

#### **1) General**

- a) Promote the agreed Christian vision of the school and the Trust.
- b) To support and promote the aims and Christian ethos of the school and the Trust.
- c) To carry out the duties of a school teacher as set out in the most recent Pay & Conditions document.
- d) To provide an example of consistently excellent teaching for colleagues.
- e) Be committed to raising standards of achievement and attainment.
- f) To play a leading role in the school improvement process.
- g) To contribute to the on-going process of school self-evaluation.
- h) Implement all the policies agreed by Board of Trustees and Local Governing Body.
- i) Help maintain a safe, welcoming, organised, creative and interesting learning environment.
- j) Promote equal opportunities and equal access to the curriculum for all pupils.
- k) Maintain and model high expectations.
- l) Work collaboratively with colleagues within the school and across the Trust, setting high professional standards.
- m) Maintain good order and discipline amongst the pupils when they are in school and engaged in school activities elsewhere.

- n) Be sensitive to the diversity which exists in all forms within our school community.
- o) Take an active part in the life of the school.

## **2) Curriculum and Assessment**

- a) Be prepared to take responsibility for subject leadership as required.
- b) Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.
- c) Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.
- d) Mark work, providing regular feedback, according to the agreed Marking Policy.
- e) Set regular ambitious, yet achievable targets for the children in partnership with relevant staff.

## **4) Other Responsibilities**

- a) Organise and participate in scheduled meetings, including leading meetings where appropriate.
- b) Formulate and participate in duty rosters, including, playtime duties, assemblies, PPA, sports timetables, hall use and others as required.
- c) Participate in the school's arrangements for appraisal and performance management and other professional development activities.
- d) Safeguard the health and safety of all within the school, undertaking training as necessary.
- e) Be responsible for reporting on GDPR issues to the MAT's Data Protection Officer.
- f) Be the deputy safeguarding lead.
- g) Lead and manage the school council.

## **5) Deputy Head Teacher Responsibilities**

- a) Deputise in the absence of the head teacher.
- b) Develop a senior leadership partnership with the Head Teacher and Senior Leadership Team. Work with them to ensure that the school meets challenging targets for improvement.
- c) Undertake any professional duties that the head teacher might delegate.
- d) Ensure assessment and tracking procedures are effectively implemented, regularly analyse results and report to the head teacher and relevant partners.
- e) Monitor the impact of support programmes for pupils in partnership with the SENDCo.
- f) Manage cover for absent staff as required.
- g) To work alongside the head teacher in leading staff development, appraisal and performance management.
- h) Work with the head teacher to implement policies and procedures.
- i) Prepare and deliver reports to the Local Governing Body as required.
- j) Be responsible for the school diary and liaise with other senior managers to arrange cover as and when required.

- k) Be a strong role model.
- l) Coach, mentor and support teachers.
- m) Ensure agreed structures and policies are observed by all members of the team.
- n) Assume responsibility for discipline, meeting parents where appropriate.
- o) Agree and regularly review challenging pupil and class targets with the SENDCo and teachers.
- p) Coordinate formal assessments e.g. Baseline and EYFS Profiles; phonics screening check; SATs.
- q) Evaluate standards across the phases, assess progress and identify areas of weakness.
- r) Provide good, clear information for parents.

**6) SDP Priority Leader Responsibilities**

- a) Lead on a priority identified in the current School Development Plan (SDP), involving other staff where appropriate.
- b) Play a leading role in the development of the SDP and in delivering the aims of the school.
- c) Devise and implement an action plan for the current academic year.
- d) Evaluate the impact of actions at the end of the academic year.
- e) Keep up-to-date with current developments in the designated area and communicate these to the staff, advising on INSET needs and liaising with relevant personnel/services as appropriate.
- f) Where appropriate, implement assessment and tracking procedures.
- g) Where appropriate, monitor standards of achievement in the designated area.
- h) Ensure issues of equal opportunities/access are addressed in the designated area.

**7) Safeguarding Children and Safer Recruitment Statement**

- a) The Southwark Diocesan Board of Education Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

**8) The Deputy Head Teacher should support the Head Teacher in ensuring that:**

- a) The policies and procedures adopted by the Local Governing Body are fully implemented and followed by all staff.
- b) Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.
- c) All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy and code of conduct.

**An ENHANCED DBS check is required for this post.**

Ethos: In all relationships, particularly when initiating or brokering actions and solutions, all Trust staff members should be mindful of the importance of Christian values and pastoral care within a performative context.

Confidentiality: Treat all information acquired through employment, both formally and informally, in confidence.

Equalities: The SDBE MAT has a strong commitment to achieving equality of opportunity in its schools and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

Health and Safety: Be responsible for own Health & Safety, as well as that of colleagues, service users and the public.

**This Job Description is subject to annual review and alterations and may be consulted on to reflect the changing needs of the school.**

**POST:** DEPUTY HEADTEACHER

**PERSON SPECIFICATION**

<b>Personal Skills and Attributes</b>	
Caring, nurturing and positive disposition	Essential
Highly organised, reliable and well presented	Essential
Able to enrich the culture and climate of our school	Essential
Aspirational for others and yourself	Essential
Able to seek and act on advice and support	Essential
Able to demonstrate resilience, and willing to face new challenges with enthusiasm and optimism	Essential
Ability to work independently and on own initiative; take responsibility for own professional development	Essential
Supportive of the Christian ethos and values of the school	Essential
Committed to contributing to and enhancing a strong partnership with our Parish Church	Essential
Able to resolve conflict effectively and sensitively	Essential
<b>Qualifications and Experience</b>	
DFE recognised Qualified Teacher Status, and recent and relevant CPD	Essential
A willingness to work towards NPQH	Desirable
At least 3 years recent and relevant senior leadership team membership in a primary school	Essential
Record of outstanding classroom practice with at least 5 years teaching experience	Essential
Experience teaching in more than one phase	Essential
Evidence of leading and maintaining a whole school initiative linked to school improvement	Essential
Evidence of successful curriculum leadership and involvement in school improvement planning	Essential
Experience of leading a core curriculum area	Desirable
Proven track record of raising standards and meeting challenging targets	Essential
Achievement of high EYFS/ KSI / KS2 SATs outcomes	Essential
Experience of leading and managing a team, and of managing appraisal	Essential
Experience of child protection/safeguarding with up to date training or willingness to undertake training	Essential
<b>Abilities and Skills</b>	
Ability to communicate effectively with all members of the Academy community and partnership schools	Essential
Experience of leading staff and parent meetings	Essential
Ability to lead and manage an effective team, challenging and developing staff and pupils	Essential
Effective behaviour management skills; able to coach others to develop their skills in this area	Essential
Ability to lead, motivate and inspire others and to promote a positive school ethos	Essential
Ability to accurately assess quality of teaching and learning, identify targets and support teacher development.	Essential

Ability to identify and implement successful inclusion strategies for all children	Essential
Ability to plan, organise and prioritise work in order to meet deadlines	Essential
Ability to use a range of technology effectively	Essential
<b>Knowledge and Understanding</b>	
Able to analyse, interpret and respond to performance data, identifying areas for improvement	Essential
Have attended governor committee meetings	Desirable
Have knowledge of governance practice	Essential
Excellent understanding of curriculum and pedagogical issues, including recent developments within the primary phase	Essential
Understanding of relevant primary frameworks	Essential
Understanding of innovative and creative strategies that enable children to make excellent progress	Essential
Thorough understanding of and commitment to equality of opportunity	Essential
Knowledge of safeguarding and child protection issues	Essential

**This post is subject to an Enhanced DBS check.**