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Job description: deputy headteacher

Fibbersley Park Academy is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

# Job details

**Salary: £65,286-£72,162 (L12 – L16)**

**Hours:** 32.5

**Location:** Willenhall, West Midlands

**Contract type:** full-time, permanent

**Reporting to:** Headteacher

# Main purpose

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

* Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives
* Leading the school safeguarding team through the role of DSL ( see DSL job description)
* Oversee the progress of all pupils and SEND pupils throughout the school
* Lead and manage a behaviour team across the school

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

The deputy headteacher will:

* 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 including those with SEND

# Duties and responsibilities

School culture and behaviour

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

Teaching, curriculum and assessment

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

* 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
* Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum
* To support the Teaching and Learning strategies promoted in school e.g Teach like a champion

Additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher, 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](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25).

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
* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* Manage staff with due attention to workload
* Ensure rigorous approaches to identifying, managing and mitigating risk
* 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

Professional development

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
* Seek training and continuing professional development to meet needs

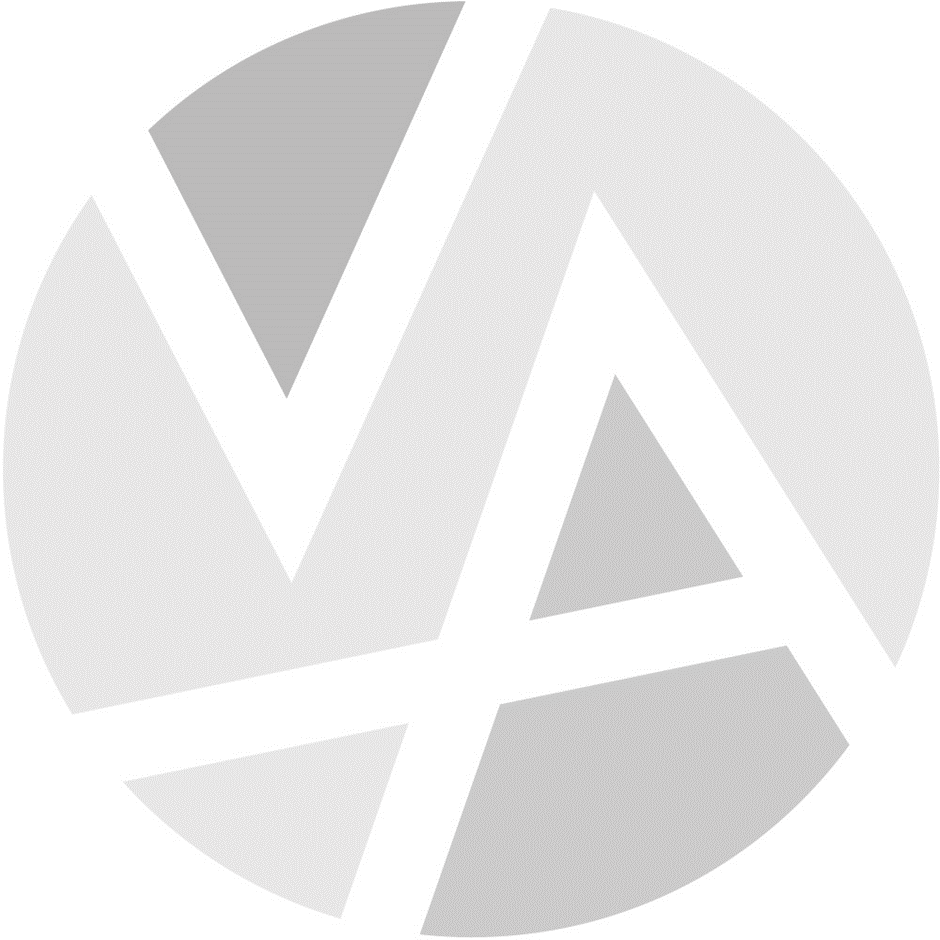
Governance, accountability and working in partnership

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
* Work successfully with other schools and organisations
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

# Person specification

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| --- | --- |
| criteria | qualities |
| **Qualifications  and training** | * Qualified teacher status * Degree * DSL with up to date training * Evidence of further professional development to support role |
| **Experience** | * Successful leadership and management experience in a large primary school * Teaching experience across key stage 1 or 2 * Involvement in school self-evaluation and development planning * Demonstrable experience of successful line management and staff development * Experience of leading/ managing behaviour * Experience of learning and teaching strategies e.g teaching like a champion * Experience of supporting pupils with SEND across the school. |
| **Skills and knowledge** | * Data analysis skills, and the ability to use data to set targets and identify weaknesses * Understanding of high-quality teaching, and the ability to model this for others and support others to improve * Understanding of school finances and financial management * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Ability to build effective working relationships |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Ability to work under pressure and prioritise effectively * Problem-solving abilities * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position |

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