

JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Directorate: DECS
Post Reference No:	Location: Geoffrey Field Infant School
Job Title: Deputy Headteacher	Grade/Salary Range: Leadership Scale

JOB PURPOSE

To work in partnership with the Headteacher to achieve the strategic aims and objectives of the school.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The Deputy Headteacher is accountable to the Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

Professional Duties

- If the Headteacher is absent from the school a Deputy Headteacher must undertake their professional duties to the extent required by the Headteacher or the relevant body.
- To undertake any professional duties of the Headteacher reasonably delegated by the Headteacher.
- To play a major part in formulating the values, aims and objectives of the school.
- To contribute to the establishment of policies through which they will be achieved.
- To lead and manage staff and resources to that end.
- To monitor and evaluate progress towards the achievement of the school aims and objectives.
- To play a major role in setting targets for the whole school.
- To work within the inclusion agenda.
- To significantly contribute to raising standards in pupil attainment.

Responsibilities

- To act as the DCPO in the absence of the Headteacher (see the attachment Annex B from Keeping Children Safe in Education September 2018 for the detail of the role)
- To be the Inset/CPD manager.
- To be the strategic lead for teaching and learning.
- To manage the external staff.
- To play an active part in the development of the curriculum.
- To manage the procedures for SDP monitoring and evaluation.
- To manage the provision for pupils with medical conditions.
- To coach and mentor Team Leaders.
- To lead the Attendance Team.
- To join Governing Body meetings.
- To work with the Headteacher to:
 - i) Lead and manage staff
 - ii) Provide professional support and challenge for staff
 - iii) Analyse and interpret monitoring data
 - iv) Monitor and evaluate pupil progress
 - v) Monitor and evaluate teaching and learning
 - vi) Evaluate effectiveness of the SDP
 - vii) Create and maintain positive links with parents and the community
 - viii) Establish and maintain a professional ethos in the school
 - ix) Establish and maintain a professional environment which promotes effective teaching and learning, high standards and good behaviour

The specific responsibilities may change from time to time depending on the needs of the school.

Health and Safety

All staff:

- must act in the interest of health and safety, both their own and that of members of the public and others.
- must co-operate with the efforts of management to ensure health and safety.
- must attend training provided, read documents provided and put into practice all instruction intended to ensure safety.
- must report all accidents, incidents and hazards immediately to their line manager.
- must respect and make proper use of all equipment provided to ensure safety in the workplace.
- must refer any health and safety issues to the next level of responsibility, if they feel they are not authorised to deal with the issue.

SCOPE OF JOB (Budgetary/Resource control, Impact)

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post? ~~NONE~~/STANDARD/ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? YES/NO

Does the post require a Protection of Children Act (POCA) check? YES/NO

What other security/safer recruitment clearances are required for this post (excluding standard identity/work permit/education qualification checks)? - please specify
Disqualification by Association declaration

Is this post 'politically restricted'? YES/NO

What Level H&S Responsibilities are applicable to this post? LEVEL 3

Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified
n/a

Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above
Please refer to the current Pay and Conditions book for this

PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: DECS Geoffrey Field Infant School
Job Title: Deputy Headteacher	Post Reference No:

Qualifications/Education/Training:

- BEd or PGCE
- QTS
- Evidence of regular CPD for leadership and management e.g. NPQSL, NPQH or similar

Experience:

- EYFS and KS1 experience
- All aspects of monitoring and evaluation (teaching, learning, work scrutiny, planning, pupil interviews)
- Outstanding teaching
- Senior leadership and management experience e.g. team leader, assistant head, deputy head
- Successfully leading improvement resulting in raised attainment and accelerated progress
- Experience of leading on a whole school project and evaluating its impact.
- Implementing national changes in education
- Leadership and management of teaching and support staff
- Recent knowledge of OFSTED Inspection and follow up
- Parent partnerships and parental engagement
- Governing Body partnerships

Skills and Abilities:

- Strategic planning, implementation and to responding to change
- High expectations of pupils, self and colleagues
- Comprehension of educational developments and their implications for leading schools
- Coaching and mentoring
- IT skills relevant to School Leadership
- Use of data and benchmarking
- Communication skills – can communicate clarity of purpose and a sense of direction to all audiences
- Ability to motivate and develop all staff
- Drive, flexibility, pace, focus, vision
- Has excellent personal and interpersonal skills
- Can think strategically, analytically and creatively
- Can deal with complexity and uncertainty
- Has excellent behaviour management skills
- Can model the school's vision and values
- Professional qualities: Self-confident, assertive, leader, enthusiastic, positive, determined, engaging, inspiring, professional and personal integrity, resilient and adaptable

Specific Working Requirements: