



Holly Trees Primary School

Job description: Deputy Headteacher

Job details

Salary: L7-13

Reporting to: Head Teacher

Main purpose

Strategic Direction and Development:

- Be an integral part in leading the vision, ethos and policies of the School which secures effective teaching and successful learning and promotes high levels of achievement and self-esteem for all pupils irrespective of background, ethnicity, gender or disability;
- Help lead and manage the creation and implementation of the School Development Plan which identifies priorities and targets for ensuring pupils achieve high standards and make good progress, increasing teachers' effectiveness and securing school improvement and to take responsibility for appropriately delegated aspects of it;
- Alongside the Headteacher and Governing Board, establish the policies through which the School's aims and objectives shall be achieved; in particular those pertaining to Teaching, Learning and Assessment and evaluating the effectiveness of these in view of pupil progress;
- Contribute to relevant sections of the School Evaluation Form;
- Ensure the effective and proficient use of pupil data from a variety of sources, both internal and external, in the process of target setting;
- Take a lead role in enhancing standards of teaching and learning and value enthusiasm and innovation in others to raise standards of individual pupil achievement;
- Lead on curriculum development, involving decisions on timetabling and staffing in conjunction with the Headteacher;
- Develop and maintain good relationships with parents, carers and outside agencies and the local community.

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).

Duties and responsibilities

Pupils and staff

Under the direction of the headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes;
- Ensure excellent teaching in the school, including through training and development for staff;
- Establish a culture of 'open classrooms' as a basis for sharing best practice;
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge;
- Identify emerging talents, coaching current and aspiring leaders;
- Hold all staff to account for their professional conduct and practice;

Teaching and Learning:

- Undertake an appropriate teaching commitment and be one of our most effective and inspirational teachers;
- Liaise with all teachers to ensure pupils experience a programme that is adapted to their particular needs, identified through a robust assessment programme;
- Act as a role model for other teachers, model effective strategies in all aspects of school life;
- Monitor, evaluate and report on teaching and learning;
- Ensure that the curriculum is rich, vibrant, reflects the many different facets of our community and prepares pupils for the transition to secondary school so that they are able to fully participate in the secondary curriculum;
- With the headteacher, lead pupil progress systems and reviews across the School, ensuring all pupils work and achieve to the maximum of their potential.

Leadership:

- Play a full part in the life of the School, to support its aims and ethos and encourage staff, pupils, parents and carers to follow this example;
- With the headteacher, have oversight of professional development across the whole school, working with teams and individuals to develop training opportunities and ensure good practice is developed and shared;
- Line manage members of the teaching staff and other support staff as appropriate;
- Monitor progress, analysing results and taking appropriate action including liaising with the Leadership Team
- Inspire confidence in teaching and support staff and disseminating good practice across the school;
- Demonstrate the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning;
- Update the Headteacher and Governing Board on the effectiveness of provision for pupils in the groups above;
- Work to ensure the health, safety and welfare of staff and students;
- Attend, lead (as appropriate) and participate in open evenings, curriculum events and pupil performances;

Maintenance and Professional Standards:

- Keep fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the School;
- Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff of the school;
- Support the development and maintenance of a team culture that enables all members of the Leadership Team to be effective in their respective roles;
- Undertake performance appraisal in line with the policy;
- Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards school leaders;
- Undertake any other reasonable professional tasks as directed by the Headteacher.

Behaviour and Attitudes

Lead, with SLT, the school behaviour strategy. Specifically:

- Demonstrate an active commitment to positive relationships and behaviour management throughout the school and model this at all times.
- Ensure school behaviour (and rewards) policy is coherent, promoted and well understood by all.

- Keep abreast of developments in education, both locally and nationally, to ensure school practice is current and relevant.
- Monitor the impact of the behaviour policy and provide reports as required to a variety of stakeholders.
- Develop a strategy for the most vulnerable pupils that reduces behaviour incidents and secures their success.

Safeguarding

As part of the DSL team, ensure that there is an effective whole-school approach to safeguarding by:

- Ensuring safeguarding is integral to the curriculum & personal development offer.
- Engaging with outside agencies and stakeholders as required.
- Monitoring the well-being and safety of pupils and as a result ensure action is timely and appropriate.
- Providing reports as required to a variety of stakeholders.

Pupil Premium

Lead, with others, the school strategy for disadvantaged children. Specifically, to ensure that:

- There is a culture of high expectations for all.
- There is a belief that all pupils, irrespective of background or barrier to learning, can attain well.
- Teachers and other classroom practitioners understand their role within the school's strategy.
- Disadvantaged pupils and their families are held in positive regard.
- Self-evaluation is rigorous and honest.
- Staff have a strong understanding of the barriers to learning faced by disadvantaged pupils and how those barriers present in the classroom.
- There is effective use of data and research to inform strategic planning.
- Professional development targeted at pupil need is at the heart of the school's strategy.

School Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the school
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend school events such as Open Evening, fundraiser events and school performances.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.