

## Job Description

<b>Title of post</b>	<i>Deputy Headteacher at Hookstone Chase Primary School</i>
<b>Salary</b>	<i>L5-8</i>
<b>Hours of work</b>	<i>Full Time</i>
<b>Line manager and responsible for reviews</b>	<i>Headteacher</i>

### Purpose of the Post

Northern Star Academies Trust seek to recruit the very best people to work across our Trust Partnership. The Deputy Headteacher will assist the Headteacher in all aspects of leading the school being an inspirational leader who can motivate others.

### Duties and responsibilities

#### Leadership

- Support the Headteacher in communicating a compelling school vision and drive the strategic leadership, empowering all pupils and staff to excel.
- Contribute to management decisions on all aspects of policy, development, and organisation by playing a significant role in the preparation, implementation and monitoring of the academy development plan.
- Assume responsibility for the management of the school in the absence of the Head.
- To demonstrate high standards of classroom practice and organisation.
- Lead, support and motivate staff, encouraging good relationships and working practices.
- Develop effective positive relationships with governors, parents and the community.
- Support the Headteacher to establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Support the head teacher in ensuring policies and practices take account of national, local and school data and research findings.
- Support the aims and ethos of the school.
- To assist the head teacher in creating an environment and a code of behaviour which promotes good teaching, effective learning and high standards of achievement and behaviour
- Contribute to staff development and training needs and the provision of effective CPD and INSET.

#### Teaching and Learning

- Be the lead professional responsible for reviewing, assessing and raising the quality of teaching and learning and students' achievement, setting high expectations for students and staff.
- Secure and sustain effective teaching and learning throughout the school through use of the school's structured monitoring, evaluation and review processes.
- Be jointly responsible for the School's Self-Evaluation and be able to present a coherent, accurate and insightful account of the School's performance to a wide range of audiences.
- Monitor and evaluate pupil achievement and attainment throughout the school.

- Lead by example as a teacher and as a leader, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- Support subject leaders in the development and implementation of their subject.
- To monitor the quality of teaching and learning, in line with school policy.
- To set appropriate expectations of staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improvement.
- Understand and contribute to the school's current curriculum and statutory requirements to inform teaching and learning so that students are best prepared for end points and the next steps of their education
- Supporting all staff to meet personal and professional targets and ensuring that the aims of the school are promoted.

### **Recording and Assessment**

- Update the headteacher, other senior leaders and the governing body on the effectiveness of provision for all pupils throughout the school.
- Play a major part in the target setting process for raising achievement.
- Assist in monitoring progress and ensuring appropriate actions plans are in place where issues are identified.

### **Other Areas of Responsibility**

- To take the role of Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, as required
- A teaching commitment, as required.
- Oversee staff absence and cover arrangements, working in conjunction with the Administrative team.
- Lead on the school's Pupil Premium strategy.
- Lead on the implementation of all Statutory Assessments.

### **Generic Responsibilities**

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Head of Academy or Line Manager subject to appropriate competence and training
- Adhere to the NSAT Staff Code of Conduct

*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*