



Hughenden Primary School

Working Together, Empowering Lives, Enriching Minds

Deputy Headteacher Job Description

TITLE: Deputy Headteacher

SALARY RANGE: Leadership scale L3 – L7

START DATE: ASAP

RESPONSIBLE TO: The Headteacher

Closing date: Thursday 11th November 2021

Interview Date: Wednesday 17th November 2021

PURPOSE OF THE POST:

To support the Headteacher in providing professional leadership and effective management of the school and to ensure high quality education for all pupils.

We are looking for an inspirational deputy Headteacher to work closely with the interim Headteacher to support the schools ongoing development. This is a new post to reflect the growing school the new opportunities recently created. Our deputy Headteacher will be able to lead by example and inspire good working relationships amongst staff and contribute to building an outstanding team, through maintaining effective channels of communication in order to promote a positive relationship between pupils, parents, staff, governors, and the wider community.

Visits to the school are warmly welcomed.

The Governing Body of Hughenden Primary School is committed to safeguarding and promoting the welfare of children and young people. Our Deputy Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure Check (DBS)

KEY TASKS:

- To work with the Governing Body and Headteacher to develop and implement a clear strategic direction for the school.
- To raise standards of pupil progress through effective monitoring and evaluation, coaching and support
- To lead pupil progress meetings across the school
- To support the Headteacher in carrying out their responsibilities, including the internal organisation, management and control of the school.
- To undertake any professional duties, as reasonably delegated by the Headteacher.
- In the absence of the Headteacher, to undertake professional duties to the extent required by the Headteacher or the relevant body.
- To build effective relationships with pupils, parents, and staff in order to develop and further enhance the school's achievements and reputation
- To support the development of all staff so they can reach their full potential.

- To contribute to delivering high quality CPD for all staff.
- To lead a core area of the school, either curriculum or pastoral, as determined by the needs of the school.
- To hold a class teacher role of 0.6 in the first instance
 - To provide oversight of Health and Safety processes across the school
 - To act as a lead DSL including the training oversight for staff
 - To strategically lead the monitoring arrangements of Quality of Education, personal development and behaviour; to provide comprehensive reports for the Headteacher and FGB

Interim Headteacher: Miss J E Garlick

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