



Ashwell Primary School

Shaping futures: Together we learn, care and grow

Deputy Headteacher – Job Description

Salary Scale:	L5-9
Contract Type:	Permanent
Hours:	Full Time
Reports to:	Headteacher SEND link Governor
Key Leadership Responsibilities:	Inclusion Leader (SEND / Pastoral / PPG / Designated Teacher – CLA) Deputy Designated Safeguarding Lead (DDSL) Line manage classroom based support staff Subject Leader (subject to be agreed)

All teachers and leaders are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers and leaders, together with requirements for management time, working time, guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers and leaders.

The duties listed below are therefore, not an exhaustive list of what the role of Deputy Head Teacher requires. The post holder is expected to accept any other tasks reasonably delegated by the Headteacher as necessary. The job description will be reviewed annually as part of the performance appraisal review process.

Core Purpose of the Role and main duties:

The Deputy Headteacher will support the Headteacher and work in partnership with Governors to achieve high standards across all aspects of the school's work. They will:

Leadership & Management

- ✓ Deputise in the absence of the Headteacher.
- ✓ Lead Inclusion across the school as the schools SENCO (SEND / Pastoral / PPG / Designated Teacher – CLA) **see Ashwell INCO/SENCO job description for full details*
- ✓ Support the Headteacher in matters relating to Child Protection and Safeguarding by taking responsibility as Deputy Safeguarding Lead, ensuring a positive culture of safeguarding in the school.
- ✓ Take responsibility as Pastoral Lead in the school, including supporting the implementation of the Behaviour policy through setting and modelling high expectations as well as liaising with external services to support children and their families (e.g. Counselling, School Family Worker)
- ✓ Drive cultural changes necessary by modelling behaviour and being an exemplar of all School policies and procedures, to ensure that pupil focus is at the heart of the School and individual behaviour.
- ✓ Play a fundamental part in developing and maintaining the school's ethos, culture, vision and aims.
- ✓ Assist with identifying priorities for continuous improvement and lead on school improvement priorities.
- ✓ To develop and monitor policy/practice whilst actively promote the aims of the School.
- ✓ Contribute to the process of SEF writing and production of the School Development Plan.

Teaching & Learning

- ✓ Be prepared to provide class cover for planned CPD as required and as a first response in the short term in event of unexpected absence
- ✓ Provide an example of 'excellence' as a leading classroom practitioner, inspiring and motivating others.
- ✓ Work within the Senior Leadership Team to sustain high expectations and excellent practice in teaching and learning throughout the school.

Developing Self & Others

- ✓ To demonstrate integrity, confidentiality and professionalism (to the Senior Leadership Team) at all times.
- ✓ Ensure performance and development reviews are completed for class based support staff, managed to the required standards and timescale, and that targets are set in line with whole school objectives.
- ✓ Work with the Headship Team to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development.

- ✓ Train, mentor and coach teaching staff to develop skills and knowledge, ensuring continuous improvement, continuity in service delivery at all times.
- ✓ Support in leading and supporting subject leaders so that the curriculum is exciting and challenging and meets the needs and interests of all children, particularly SEND and PPG.
- ✓ Liaise, organise and hold meetings when required with parents and outside agencies.
- ✓ Be responsible for the management and induction of new staff and oversee teaching practice students and Early Career teachers (ECTs).
- ✓ To continually assess own CPD requirements, developing leadership skills and keeping up to date with national developments in the designated areas of responsibility area, attending relevant professional development and arranging training in agreement with the Headteacher where necessary.

Managing the organisation

- ✓ Support the Headteacher at all times in the day to day running of the school.
- ✓ Ensure that a consistent approach to standards of behaviour, attendance and punctuality are implemented across the School. To promote the school's Positive Behaviour Policy, ensuring that all members of the school community can live and work together in a supportive way.
- ✓ Act as the lead professional adviser in the areas of responsibility, managing these strategically and operationally to ensure that targets/objectives are developed, implemented and monitored effectively and regularly reported to the Governing Body.
- ✓ Contribute to regular reviews of the School's systems to ensure statutory requirements are being met.
- ✓ Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication.
- ✓ Assists with the selection and recruitment of new teaching and non-teaching staff.
- ✓ Work together with the Senior Leadership Team to:
 - Support the wellbeing of all staff to avoid negative impacts on their mental and physical health
 - Provide a supportive work environment for all staff
 - Allow staff to balance their working lives with their personal needs and responsibilities
- ✓ Support the Headteacher to establish and oversee systems, policies and processes so that the school operates safely, efficiently and effectively.
- ✓ Lead Whole School and Key Stage assemblies.

Securing Accountability

- ✓ Support the Headteacher to ensure that the Governing Body are well informed about progress towards the school development priorities through attending meetings and preparing reports and information.
- ✓ Provide an excellent role model as both a school leader and a teacher, leading by example and helping to create a shared responsibility for the school through team work, distributed leadership and professional development.
- ✓ Monitor and evaluate the quality of teaching and standards of pupil's achievement, setting targets for improvement
- ✓ Support in planning and delivering an effective programme of monitoring so that outcomes continue to improve for all learners.

Strengthening Community

- ✓ Be a visible presence at parent facing events; promote and maintain positive partnership working with parents and carers, ensuring clear communication with the parent body.
- ✓ Play a full part in the planning and organisation of all school activities, functions and events; including an active involvement in the extra-curricular life of the school.
- ✓ Take a role in our local network of schools and other partnerships, leading or attending work streams as appropriate.

This job description will be supported by the school development plan which will identify key distinct tasks and responsibilities for the Deputy Head in the school year. These will be derived from on-going school self-evaluation and other local/national priorities.

The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and the Council's Equal Opportunities Policy, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.