

DEPUTY HEADTEACHER

JOB DESCRIPTION

The Deputy Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting delegated responsibility for aspects of these key areas.

Strategic direction and development of the school

- Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development.
- Acting as a 'sounding board' and 'critical friend' to the Headteacher, always demonstrating high standards of honesty, personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher and Governing Body.
- Leading the ongoing development and review of the curriculum ensuring it matches the needs of the children.
- Keeping updated of current research and evidence-based approaches to developing teaching and learning.

Teaching and learning

- Provide an example of excellence as the leading classroom practitioner; inspiring and motivating other staff.
- Working with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupil's achievement.
- Working with the Headteacher, set targets for improvement and develop systems to achieve these.
- Developing more personalised learning programmes to ensure that all pupils achieve high standards and make progress
- Taking responsibility for the pastoral care of pupils in the school, promoting self-discipline and good behaviour at all times, in accordance with school policies.
- Taking responsibility for the development and monitoring of the curriculum provision throughout the school, liaising appropriately with Subject Leaders, support teams and class teachers.
- Lead a core subject across the school (English, Maths or provision for pupils with additional needs).
- Support the monitoring and evaluation of teaching and learning across the school in order to identify and act on areas for improvement.

Leading and Managing Staff

- Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement.
- Create, maintain and enhance effective relationships.
- Support the performance management process as required and use the process to develop personal and professional effectiveness.
- Have an active commitment to CPD and lead by example.

Efficient and effective deployment of staff resources

- In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plans and financial context.

Accountability

- Supporting the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.

Safeguarding

- Take on the role of Deputy Designated Safeguarding Lead

Specific Duties

To work with the Headteacher and Governing Body to:

- (i) Contribute to a positive ethos for learning.
- (ii) Overtly promote the values and achievements of the school to the community.
- (iii) Promote and secure a range of high quality extra-curricular activities within the school.
- (iv) Undertake such reasonable activities as the Headteacher and Governors may, from time to time require.
- (v) Deputise for the Headteacher in her absence.

Deputy Head Teacher Person Specification

	CRITERIA	Essential / Desirable	Shortlist criteria
A	Qualifications and Training		
1	Honours degree (2/2 or higher)	Essential	✓
2	Qualified teacher status	Essential	✓
3	Evidence of recent and relevant continuing professional development, including leadership development	Essential	✓
4	Recent and relevant safeguarding training	Essential	✓
5	SENDCO qualification	Desirable	
B	Relevant experience, knowledge and understanding		
6	Recent experience as a successful senior leader across Key Stage 2	Essential	✓
7	A commitment to continue to embed and develop the values and ethos of the school	Essential	✓
8	Proven experience of securing excellent teaching through an analytical understanding of how pupils learn and the core features of successful classroom practice	Essential	✓
9	Proven experience of curriculum design, alongside an understanding of current issues relating to this	Essential	✓
10	Proven track record in raising pupil attainment and progress across the school in English, Maths or for pupils with additional needs	Essential	✓
11	Experience of managing a subject budget and evidencing value for money	Desirable	
12	Proven experience of leading effective school improvement, including the review/analysis of key indicators such as pupil outcomes data, planning and implementing sustained change at whole school level in English, Maths or for pupils with additional needs	Essential	✓
13	Proven experience of positive behaviour management, developing a pupil focussed, inclusive and effective learning environment so that behaviour and attendance are excellent	Essential	✓
14	Evidence of setting ambitious standards for all pupils, overcoming disadvantage and advancing equality and inclusion	Essential	✓
15	Ability to communicate the school's ethos, vision and priorities to all stakeholders	Essential	✓
16	Extensive knowledge of the responsibilities of schools for safeguarding children	Essential	✓

Deputy Head Teacher person specification continued...

C	Professional skills and personal qualities		
17	Be a visible, high profile, positive role model with an optimistic professional approach that inspires excellence, and the confidence, trust and respect of the school and wider community	Essential	✓
18	Effective interpersonal and communication skills appropriate to audience	Essential	✓
19	Work well in challenging situations and be able to prioritise work to meet deadlines	Essential	✓
20	Be able to deliver high quality CPD to staff in English, Maths or provision for pupils with additional needs	Essential	✓
21	Proven ability to think creatively to anticipate and identify problems/needs and construct solutions	Essential	✓
22	A healthy regard for a work - life balance	Essential	✓