

Job Description

Job Title: Deputy Headteacher Quality of Education (September 2024)

L7-L11

Reports to: Executive Headteacher

PURPOSE OF THE POST

The Deputy Headteacher of Mayfield Primary School plays a key role in the leadership and management of the school and in the development of The Cranmer Education Trust as a family of schools.

The Deputy is accountable to the Executive Headteacher and is required to support all aspects of internal organisation, professional leadership, management, and operation of the school; in providing the strategic direction for the school and the creation of a productive, engaging learning environment for all pupils; and in promoting the welfare of all children through an organisational culture which is vigilant to, monitors and prioritises safeguarding.

CORE RESPONSIBILITIES

To lead on the following areas:

- The quality of education, curriculum and pedagogy and assessment with the focus on KS2, to ensure high-quality, inclusive provision which enables all children to learn and progress.
- The quality of teaching with a focus in KS2.
- The leadership of the English curriculum across the school, particularly at KS2, working closely with the lead for Phonics and Early Reading in EYFS and KS1.
- The training and development of teachers, particularly on KS2, working with the trust School Improvement Leads.
- Oversight of ECTs and trainee teachers.
- Staff induction on curriculum, pedagogy, teaching and learning.
- Line management and appraisal of 3 teachers/subject leads including one member of the extended leadership team.
- Deputising for the Executive Headteacher as appropriate.
- The Executive Headteacher leads 2 different schools. When he is at East Crompton St George's CE Primary School, the other Deputy acts as Head of School. This is to ensure that the Deputy for Quality of Education can absolutely focus on classroom quality and provision for our children. However, on occasion, the Quality of Education Deputy may be asked to act as Head of School, both for their development as a Headteacher for the future and to support the needs of the school at that time.

(1). STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

Working with the Executive Headteacher and The Cranmer Education Trust, the Deputy Headteacher will take a leading role in:

1.1 Creating a shared vision and strategic plan which inspires and motivates pupils, staff, and all other members of the school community.

1.2 Promote and sustain excellent learning and teaching, particularly at KS2, whilst working with the KS1 lead, to achieve levels of attainment and understanding which enable our children to progress securely and confidently to secondary school, with high personal expectations, ambition, enthusiasm and curiosity.

1.3 Be accountable to the Local Governing Committee of the school, reporting to the committee on areas that fall within their area of responsibility.

(2). EDUCATIONAL EXCELLENCE

With the Executive Headteacher and Senior and extended Leadership Team, the Deputy Headteacher is expected to play a role in raising the quality of curriculum, pedagogy and teaching for pupils' achievement, setting high expectations, modelling excellence and monitoring and evaluating legal outcomes. The Deputy will:

2.1 Be an outstanding classroom practitioner, an excellent role model to all staff and reflect a high level of professional teaching for pupils.

2.2 Support and lead the crucial work on an ambitious planned and sequenced, inclusive curriculum and pedagogy, the implementation of evidenced and effective teaching strategies which enable all pupils to learn well and assessment which underpins learning and effective teaching practice.

2.3 Demonstrate, articulate and model high expectations for all.

2.4 Monitor and evaluate the quality of teaching. Train, mentor and coach teachers, particularly in KS2, to ensure a consistently high quality provision which promotes pupil engagement and learning.

2.5 Develop strong partnerships with parents and carers to support pupils' achievement, personal development, welfare and safety.

(3). OPERATIONAL MANAGEMENT

3.1 As a senior leader, the Deputy will deputise in the absence of the Executive Headteacher, as appropriate.

As directed by the Executive Headteacher, the Deputy will:

3.2 Produce and implement clear, evidence-based improvement plans and policies for the development of the school, in relation to curriculum, pedagogy, teaching and learning and assessment.

3.3 Promote extracurricular activities in accordance with the educational aims and ethos of the school.

3.4 Utilise Trust links and contacts, where required, to ensure necessary advice and guidance is sought to support and help quality assure the quality of education.

3.5 Delegate as appropriate, in a growing school.

(4). STAFF DEVELOPMENT

The leadership of the school is responsible for building a professional learning community to enable all staff to achieve. The Deputy will:

4.1 Manage positive working relationships with all staff.

4.2 Motivate and challenge all staff to maintain high expectations of professional standards and behaviour.

4.3 Make possible the distribution of leadership throughout the organisation by forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

4.4 Develop staff capability and capacity to become excellent teachers who can develop others, utilising research and best practice.

4.5 Commit to his/her own professional development through NPQTL, NPQSL and/or NPQH.

4.6 Lead the school's staff development programme to support best practice in all classrooms, working with the Executive Headteacher, the trust School Improvement Leads and other members of school leadership.

(5). SECURING ACCOUNTABILITY

Senior Leadership is accountable to a wide range of groups, including The Cranmer Education Trust, local governance, pupils, parents, and carers. The Deputy will:

5.1 Ensure that staff responsibilities are clearly defined and understood.

5.2 Report to the Executive Headteacher and / or Governors, as appropriate, on the quality of education, the progress and attainment of pupils and the professional development of staff.

5.3 Welcome strong governance and actively support local governance to understand its role and deliver internal and external accountability – in particular, its functions to hold the leadership to account for the quality of education.

(6). SAFEGUARDING

Mayfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Deputy will support the DSL in:

6.1 Ensuring that the child protection and safeguarding policies and procedures adopted by the Trust and local governing body are fully implemented and followed by all staff.

6.2 Providing a safe, calm, and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

(7). EQUALITY

The Deputy will work with the Executive Headteacher to ensure that:

7.1 The school reflects a vibrant and inclusive ethos which actively values and promotes diversity, community cohesion, and supports pupils in their development as good friends, neighbours, and citizens.

7.2 Any discrimination is actively challenged and addressed.

(8). ETHOS

The Deputy will uphold, model, and promote the ethos of the school.

(9). DEPUTISE

The Deputy will deputise for the Executive Headteacher, as required.

(10). OTHER DUTIES

The Deputy will undertake other reasonable duties at the request of the Executive Headteacher.

(11). SPECIFIC AREAS OF RESPONSIBILITY

- Quality of education; breadth, challenge, sequencing, inclusion and adaption, with a focus on KS2.

- Curriculum and pedagogy, with a focus on KS2.
- Assessment, with a focus on KS2
- Leadership of English, with a focus on KS2
- Oversight of ECTs and trainee teachers from Manchester Nexus SCITT
- Staff induction in curriculum, pedagogy, teaching and learning on KS2.
- Line management of approximately 3 teacher/subject leads.
- Reporting directly to the Local Governing Committee on the quality of education and pupil learning and progress.

(12). TEACHING

The Deputy will teach a 50% timetable, with a responsibility for a class in KS2.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.