

Deputy Headteacher

Job details

Salary: L6 – L8 (£47,735 - £51,051)

Contract type: full-time/permanent

Line Manager: Mr. Matthew Peet - Headteacher

Direct Line Manager for: job titles of line-managed staff

School Improvement Lead: Mr. David Briggs

Main purpose

If the headteacher is absent, the deputy headteacher will deputise, as directed by David Briggs Director of Primary. The Deputy Headteacher will assume the Headteacher's job description for a period of longer than 2 weeks

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulate the aims and objectives of the school to provide a **"Limitless learning"** opportunities for all children and staff
- Establish policies, procedures and practices to ensure all children **"Discover their Potential"** for achieving these aims and objectives
- Establishing policies for the Curriculum/Teaching and Learning/Pastoral care of pupils within the school
- Support the Headteacher with the leadership and management of middle leaders within school.
- Support the Headteacher with the management of School Stock Resources
- Monitoring progress of significant groups of pupils as identified by the Headteacher to ensure that all children are ready for the next stage of education
- Provide support with the day-to-day management of the school as directed by the Headteacher
- Be committed to the Professional development and training of all staff including the training of new teachers

Duties and responsibilities

knowledge

Under the direction of the headteacher:

- Develop an interest in developments in education, and have an evolving knowledge of education systems locally, nationally and globally
- Maintain and extend their knowledge of pedagogy through active engagement with research from the Chartered College, and other recognised published sources
- Developed a detailed knowledge of pedagogy through active engagement with research from the Chartered College, and other recognised published sources
- Develop their understanding technological advancements that can benefit children's learning or workforce efficiency



- Develop their knowledge of School operations such as Health and Safety, HR, Financial Budgeting and Estates Management
- Have a developing and regularly up to date their knowledge of all Safeguarding practices, policies and curriculum needs
- Seek training and continuing professional development to improve their knowledge and understanding of the role of Headteacher

Behaviours

- Lead by example, driving and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Actively support the Headteacher in building positive relationships with all members of the school community, through a **democratic** and inclusive style
- Support all aspects of the Trust development and evolution, translating Trust policy into the school's context
- Communicate and embed the school's vision, and lead strategically **connecting** children and staff to learning opportunities across the Trust
- Seek training and continuing professional **improvement** to meet own needs, those of the school and the trust.
- Lead with **Integrity** and make ethical decisions in the interests of children first
- Encourage staff to understand and become outward facing, open to innovation and demonstrate the values of **Altruism**
- Support the Headteacher in the creation of a professional and courtesy culture at all times

Pupils and staff

Under the direction of the headteacher:

- Ensure all staff have ambitious standards for all pupils, instilling a strong sense of moral purpose in staff for the impact of their work on pupil outcomes
- Provide coaching and mentoring to ensure excellent teaching across the school,
- Lead and develop 'professional learning communities' to share best practice and improve learning
- Support the Headteacher in the creation and maintenance of an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify staff who may need emotional or professional support
- Hold all staff to account for their professional conduct and practice
- Promote and remove barriers for disadvantaged children and inequality is tackled
- Hold all staff to account for their professional conduct and practice
- Provide support and induction of all new staff within the school by developing coordinated programmes with middle leaders

Systems and processes

Under the direction of the headteacher:

- Ensure that the school's systems, organisation and processes are, efficient and effective, considering staff well being
- Ensure a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Be active and instrumental in delivering Trust systems for performance management of middle leaders, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Support the Headteacher with the Trust's governance structures as appropriate, providing the information it needs to govern effectively
- Support the Headteacher to achieve efficiencies in school budgeting and manage a whole school budget as directed by the headteacher ensuring its effective use and maximization of resources
- Lead an area of whole school budget management to ensure its maximum impact for pupils and staff
- Support the Headteacher with the effective distribution of leadership throughout the school and the development of talent to ensure the school has capacity to improve
- Develop the capacity and expertise within the school to become centres of good practice for ITT and the Early Career Framework (ECF)

The self-improving school system

Under the direction of the headteacher:

- Promote the culture of an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Coordinate effective relationships with fellow professionals within and beyond the Trust
- Suggest and develop innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Other areas of whole school responsibility

- Assessment
- DSP
- Attendance

The deputy headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Person specification

CRITERIA	Exemplar Expectations
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Chartered Teacher Status or other professional teaching status • NPQSL
Experience	<ul style="list-style-type: none"> • Successful middle leadership and management experience in a school • Have taught in two different key stages • Teaching experience 5 years+ • Involvement in school self-evaluation and development planning • Line management experience of both Teacher and support staff • Experience of contributing to whole school staff development • Have experience with working parents across the school • Have worked in a two or more schools
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of budget management and effective resource management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Understand and be able to contribute effectively to Advisory board meetings and stakeholder developments
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Ability to maintain and inspire positivity with staff in challenging times • Be a self-reflective practitioner in all areas of Teaching and Leadership • Seek and get involved with outward facing initiatives to support school improvement

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____



Mowmacre Hill Primary School

Striving for Excellence; United in life-long learning for a better tomorrow

Date:

Postholder's signature:

Date: