# **Job Description**

Naunton Park Primary School is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment.

# **Job details**

**Salary:** L11-L15

**Hours:** Full-time

**Contract type:** Permanent

**Reporting to:** Headteacher and Governing Body

# **Main purpose**

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

* Formulating the aims and objectives of the school
* Establishing policies and systems for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives

If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.

# **Qualities**

The deputy headteacher will:

* Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
* Build positive and respectful relationships across the school community
* Serve in the best interests of the school’s pupils
* Uphold the school’s overarching aim, vision and values

# **Duties and responsibilities**

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

* Create a culture where pupils experience a positive and enriching school life
* Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism
* Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
* Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy
* Maintain effective safeguarding procedures across the whole school either as DDSL or DSL

Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

* Establish and sustain high-quality teaching across all subjects and phases, based on evidence
* Ensure teaching is underpinned by subject expertise
* Effectively use formative assessment to inform strategy and decisions
* Leading on Assessment and how data gathered improves outcomes and the quality of teaching and learning, and reporting this to governors
* Lead termly Tracker Meetings and Reducing Barriers to Learning meetings with staff to improve outcomes
* Manage statutory assessment applications and administration in line with DFE guidance, including access arrangements, timetabling and staff deployment
* Ensure the teaching of a broad, structured and coherent curriculum
* Effectively support curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
* Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum
* Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher, the deputy headteacher will:

* Promote a culture and practices that enables all pupils to access the curriculum
* Have ambitious expectations for all pupils with SEN and disabilities and disadvantaged children
* Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
* Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25).
* To promote meeting the needs of all learners
* Ensure children who require them have appropriate access arrangements for statutory and in-school summative assessments
* Create or encourage opportunities within the wider curriculum for all children

Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

* Establish and sustain the school’s ethos and strategic direction together with the governing board and through consultation with the school community
* Establish and oversee systems, processes and policies so the school can operate effectively - creation of school calendar, curriculum timetables, duty rotas and aspects of the school website/social media
* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* Manage staff well with due attention to workload
* Ensure rigorous approaches to identifying, managing and mitigating risk
* Allocate financial resources appropriately, efficiently and effectively in conjunction with the Headteacher and School Business Manager
* Create, monitor the implementation of, and review policies inline with the governor policy review schedule and school’s needs
* Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context
* Make sure these school improvement strategies are effectively implemented
* Arrange and co-ordinate opportunities for parents to attend meetings and workshops to better support their children’s learning

Professional development

Under the direction of the headteacher, the deputy headteacher will:

* Ensure staff have access to appropriate, high standard professional development opportunities
* Record CPD, measure the impact of this training on outcomes and report to governors each term
* Keep up to date with developments in education
* Seek training and continue professional development to meet needs
* Performance manage 50% of the teaching team
* Plan and deliver staff training as required and according to the SDP, and co-ordinate regular team meetings
* Lead as ECT tutor, liaising with Balcarras Teaching Hub and the ECT mentor as required

Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

* Understand and welcome the role of effective governance, including accepting responsibility
* Ensure that staff understand their professional responsibilities and are held to account
* Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
* Work successfully with other schools and organisations
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
* Fulfil the role of Associate Governor, reporting to committees and FGB as required

Other areas of responsibility

* Carryout the role of DDSL and work with the DSL and other DDSLs to ensure the effective safeguarding of children and adults
* Fulfil the role of DSL in the absence of the DSL
* Line management of Lunchtime Playworkers and the OPAL Play Lead
* Oversee lunchtime provision, including OPAL and supervision
* Lead School Council, providing them with support and initiatives to carry out for the benefit of all pupils
* Assist in the planning and delivery of Year 6 Booster sessions

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.

# **Person specification**

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| criteria | ESSENTIAL | Desirable |
| **Qualifications and training** | * Qualified teacher status
* Degree
 | * NPQ or equivalent qualification
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| **Experience** | * Successful leadership and management experience in a primary school
* Teaching experience and evidence of outstanding practice
* Involvement in school self-evaluation and development planning
* Effective monitoring of the school’s curriculum and quality of teaching and learning
* Demonstrable experience of successful line management
* Effective performance management of teachers or teaching partners
* Working with other professional to safeguard children and adults
* Subject leadership
* Working with parents within the school community
* Reporting to governors
* Policy writing
 | * Teaching experience across all key phases including early years
* To have taught and led through a successful OFSTED
* DDSL or DSL
* Experience in curriculum design
* Evidence of conducting operational duties to ensure the effective daily/weekly/termly running of the school
* Evidence of projects and initiates ran with parents in the school community
* School Governor
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| **Skills and knowledge** | * 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
* Effective communication and interpersonal skills
* Ability to communicate a vision and inspire others
* Ability to build effective working relationships
* Knowledge of the OFSTED framework
* Safeguarding processes and statutory guidance
 | * Understanding of school finances and financial management
* Use of recording and reporting systems for safeguarding (e.g. CPOMS)
* The role of multi-agencies to effectively safeguard children and support school in doing so
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| **Personal qualities** | * 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, ensuring that personal beliefs are not expressed in ways that exploit the position
* Ability to inspire
* Lead with enthusiasm, integrity and authenticity
* Maintains strong professional relationships
* Participates in the wider life of the school and by leads by example within this
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**This job description and person specification may be amended at any time in consultation with the postholder. Reviews take place through Performance Management.**

Line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_