



Northumberland Church of England Academy Trust

JOB DESCRIPTION

TITLE: Deputy Headteacher
RESPONSIBLE TO: Headteacher
RESPONSIBLE FOR: Supporting the Headteacher in managing and leading teaching and non-teaching staff in the school.
SALARY: L4 – L8

Main purposes:

- Deputise for the Headteacher in her/his absence
- Under the leadership of the Headteacher, and in collaboration with the Senior Leadership Team ensure high standards for all pupils in the school and that the school ethos and policies are effectively developed and implemented
- Managing either KS2 or KS1 (x2 form entry school) or all key stages (x1 form entry school)
- Have a teaching commitment

Principal Responsibilities

- Support the Primary Leadership Team in the successful implementation of the Trust vision including its Christian character by providing high quality leadership and management for all staff in the school.
- Be part of the school leadership team (SLT) responsible for the management and effectiveness of learning.
- Champion the needs of pupils, families and the community.
- Be responsible for the health and wellbeing of all pupils.
- Contribute to the development and implementation of the school self-evaluation process and lead on the school development plan. Ensure effective implementation of development targets within the school.
- Support the Headteacher in the area of Safeguarding, ensuring the safety of the pupils at all times.
- Support the day to day management and effectiveness of learning within the school, setting an example to others for punctuality, attendance and work ethic.

Specific responsibilities; support the Headteacher:

- Ensure a consistent focus on achievement using data and benchmarks to monitor the progress of all pupils in the school
- Establish responsive and effective approaches to teaching and learning
- Develop a culture of challenge and support where all pupils can achieve success and become actively involved in their learning
- Contribute to the development of the primary school curriculum and assessment framework and ensure effective implementation in the school within agreed parameters
- Make well founded appraisals of situations upon which they are asked to advise, applying high level skills in lesson observation to evaluate and advise colleagues on their work and devising and implementing effective strategies to meet learner needs leading to improvements in pupil outcomes
- Challenge underperformance at all levels (pupils and staff) and work with the Headteacher to ensure corrective action

- Manage and deploy teaching and support staff within the school ensuring that staff have PPA time and that classes are effectively covered
- Work with the SENDCo to ensure that the Special Educational Needs of individual pupils in the provision are met
- Ensure that all pupils in attendance within the school take part in the daily act of collective worship and make arrangements for those who have been withdrawn at parental request;
- Ensure that school policies are appropriately implemented particularly those related to pastoral welfare, child protection, behaviour and attendance;
- Develop and maintain strong and effective partnerships with the families and community associated with the school;
- Ensure the maintenance of good order and discipline at all times during the school day (including the midday break) when pupils are present in school and whenever pupils from the school are engaged in authorised school activities, whether on the school premises or elsewhere;
- Ensure the maintenance of accurate personal learner records and that effective liaison with external agencies is developed to meet individual needs and effectively support the personal and educational development of pupils in the school
- Develop and maintain effective partnerships with other primary schools and facilitate cross school collaboration and learning;
- Actively support the Christian ethos of the Trust and ensure the effective implementation of the school policy on Spiritual, Moral, Social and Cultural Development
- Communicate effectively with all colleagues, parents and the community
- Ensure that all protocols and procedures related to the management, organisation and staffing within the school are appropriately adhered to
- Develop the school improvement plan and related documents
- Ensure that the provision is secure at all times during the school day and that pupils and staff are able to work in a safe environment conducive to learning
- Coach and support staff in the exercise of their responsibilities by being an excellent role model for pupils and for staff, by classroom practice and behaviour that sets a standard for others
- Identify and respond to specific group and individual staff training needs

Specific Roles

- Participate in the performance appraisal of staff within the school
- Undertake such professional development as is required by the evolving nature of the post
- To contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback
- To ensure that their own lessons consistently model outstanding practice
- Other duties commensurate to the level and grade of the post



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Post Title: Deputy Headteacher		Person Specification
	Essential	Desirable
Attitudes	<ul style="list-style-type: none">• Value the education of every pupil as equally important• Be committed to equal opportunities• Believe in pupils' entitlement to a broad, balanced and meaningful education• Recognise that it is the responsibility of leadership to provide active support and challenge to colleagues• Be committed to high quality in all aspects of their work• Understand and practise the principles of change management• Have a collaborative approach to partnership working	<ul style="list-style-type: none">• Have a deep understanding of school systems, the management of young pupils, development, planning and implementation
Skills	<ul style="list-style-type: none">• Lead and inspire others• Work on their own initiative and be part of a team• See tasks, plans and ideas through to completion• Think strategically but have an 'eye for detail'• Communicate effectively in a wide variety of forms to a range of audiences• Use emotional intelligence to manage change effectively• Lead and manage colleagues• Demonstrate evidence of a commitment to own professional development• Have experience of leading teaching and learning initiatives beyond their own classroom• Show an excellent understanding of the components which comprise outstanding teaching and learning	<ul style="list-style-type: none">• Have experience of giving effective feedback to colleagues about professional performance• Have experience of coaching and mentoring colleagues

	<ul style="list-style-type: none"> • The ability to lead and foster positive professional relationships and work effectively with teaching staff of varying experience • Developing high quality learning strategies and monitoring learner progress to raise attainment. • Have an understanding of the requirements for the provision of SEND children 	
Qualities	<ul style="list-style-type: none"> • A highly professional approach to their work • Great energy and enthusiasm • A real drive to make things happen • A passionate desire to make a difference • The desire for further career progression • A warm, open and optimistic disposition • Loyalty, determination and persistence 	
Experience & Qualifications	<ul style="list-style-type: none"> • Experience of working within the primary phase at middle leadership level • A proven track record of successful leadership • A good Honours Degree • Qualified Teacher Status 	<ul style="list-style-type: none"> • Prepared themselves for the post through appropriate professional development