**Petersfield Church of England Aided Primary School**

**Deputy Headteachers Job Description**

**Reporting to: Co-Headteachers**

**Salary: L2-L6**

**Main Purpose of the Post:**

* The Deputy Headteachers will work in partnership with the Co-Headteachers and other Senior Leadership Team (SLT) members in ensuring the vision for Petersfield Church of England Aided Primary School is clearly articulated, shared, understood and acted on effectively by all.
* Reflect the school's vision, values and aims by promoting and developing a learning and caring culture.
* To be an inspirational and outstanding practitioner, work within a team, have a significant strategic role in leading on school development and improvement, assisting in securing outstanding education and care of children in the school.

**Key Responsibilities**

* Deputise for the Co-Head teachers
* Lead the Petersfield Pupil Premium provision
* Lead Petersfield’s Extra Curricular provision, including at breaks, lunchtime and after school
* Lead our Puffins, Out of School Hours, provision
* Designated Person for Safeguarding
* Implement and maintain the discipline of the school
* Carry out Performance Management of designated staff
* Promote the values and achievements of the school to the community;
* Lead, drive, motivate, support, challenge and develop all staff, particularly middle leaders to secure improvement across the school
* To lead in the further development of the teaching of core and foundation subjects
* Support the Co-Headteachers in the school's self-review procedures, including the strategic use of analysis of performance data, and the formulation and implementation of the School Development Plan
* Lead Collective Worship and contribute to the SIAMS process for evaluation of Church Schools.
* Undertake other reasonable duties at the request of the Co-Headteachers or governing body

**Key Accountabilities-School Strategic Leadership**

* Assist the Co-Headteachers in shaping the vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement
* Raise standards, aspirations and achievement in all Key Stages by embedding a consistent approach to demanding the highest expectations of, and for, all students
* Raise the aspirations of students and work with all staff to create an ethos and culture of high aspiration and achievement
* Support strategies to ensure that student progress is at least in line with, and often above national averages
* To play a significant role in setting aims and objectives for the school and in formulating the School development Plan along with the Co-Headteachers, governors and other senior leaders
* Take responsibility for developing and monitoring policy and practice as laid down in the School Development Plan, and in agreement with the Co-Headteachers
* Assist the Co-Headteachers in school self-review and evaluation and in the effective planning and management of resources to secure improvements
* Demonstrate strategic vision and planning, leading on detailed information, including the strategic use of performance data analysis to support staff deployment recommendations and to set targets
* Ensure that analysis leads to improved rates of children’s progress and overall attainment levels across the designated phase or whole school
* Creation of strategic and operational data analysis systems to support in-depth analysis of individual teacher, subject and curriculum performance as part of the whole school self evaluation process and evaluation and in the effective planning and management of resources to secure improvements
* Support the Co-Headteachers in pupil progress reviews with Phase Leaders on results and data analysis
* To support the Co-Headteachers to lead in Performance Management of teaching staff and support staff
* Work with the Co-Headteachers to deliver an appropriate programme of professional development for all staff, in line with the School Development Plan and performance management

**Leading and Managing Staff**

* Demonstrate leadership by example
* Set high expectations of achievement and attainment acting as role models for colleagues
* Lead, drive, motivate, support, challenge and develop staff to secure improvement
* Strategically lead and develop the roles of middle leaders as appropriate
* Line manage curriculum areas and middle leaders as delegated
* Monitor performance of middle leaders and ensure accountability
* Support the Co-Headteachers and governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders
* To actively participate in school / community events
* To participate in recruitment and selection as agreed by the Co-Headteachers
* Ensure appropriate induction of all new staff
* Show a commitment to enabling all pupils to maximise their achievements
* Contribute to the provision of a safe and secure learning environment
* Support the school's endeavours to meet the needs of its community
* Manage staff in a way that promotes their skills, confidence and expertise

**Safeguarding**

* Under the lead of the Co-headteachers, take responsibility as a Child Protection designated person.
* A specific safeguarding job description will be provided.
* Creating and maintaining an effective partnership with parents/carers to improve children’s achievement and personal and social development
* The development of a culture of independent learning
* The handling of individual pupil disciplinary cases

**Teaching and Learning, Curriculum and Assessment**

* To secure and sustain effective teaching and learning throughout the school through structured monitoring, evaluation and review processes and to include, as appropriate, liaison with inspectors, advisers, consultants and teachers
* To put in place an effective CPD programme focused on enhancing learning
* To ensure appropriate support and interventions are put in place, as necessary, to secure effective outcomes
* To develop and maintain policies and practices across the school that promotes high achievement through effective teaching, learning and assessment
* Co-ordinate the sharing of best practice across the school and seek opportunities to collaborate with other innovative and high performing schools and networks to share and develop pedagogies
* Be an ‘outstanding’ role model and act as a leading classroom practitioner inspiring and motivating other staff
* Work with the Senior Leadership Team and Co-Headteachers to sustain high expectations and outstanding practice in teaching and learning throughout the school
* Monitor and evaluate the quality of teaching and standards of pupil’s achievement and use benchmarks and set targets for school improvement
* To lead on a key curriculum area and school improvement priority, be proactive in

implementing new initiatives, to assess and monitor the quality and impact of the curriculum on pupil progress and enjoyment

* To lead the expert planning and delivery of the curriculum and support on-going curriculum evaluation
* Monitor and evaluate the standards of teaching and learning and pupil progress across the school
* Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils
* Ensure that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents and to aid governors in their future management of the school
* To ensure parental involvement and ensure a good partnership
* Ensure that the individual pupil’s continuity of learning and effective progression of achievement are provided
* To bring flexibility into the curriculum in order to meet the requirements of the individual pupil
* To liaise with relevant governors’ committees
* To support the co-ordination of cross-curricular themes in order to bring coherence to the curriculum
* To work with members of the School Leadership Team to ensure SMSC and British Values are reflected in the curriculum

The above responsibilities and expectations are neither exclusive nor exhaustive and the Deputy Headteacher may be required to carry out such other appropriate duties as may be required by the Co-Headteachers.