

Prince of Wales Primary School

Job description: Deputy Headteacher



Job details

Salary:	Leadership Scale L14-L18 (Outer London)
Contract type:	Full time
Reporting to:	Headteacher
Responsible for:	Curriculum, Staff Development, HLTAs,

Main purpose

- To assist the Headteacher with the leadership and management of the school in seeking to achieve the highest standards of pupil achievement and school efficiency
- To work with the Headteacher to develop and promote the vision, values and core purpose of the school
- To establish strategies through which school improvement can be achieved
- To manage staff and resources effectively

Responsibilities and Duties

If the headteacher is absent, the deputy headteacher will deputise, as directed by the Governing Body

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).

Shaping the future

- Ensure the vision for the school is clearly articulated, understood, shared and acted upon effectively by all
- Motivate and work with others to create a shared culture and positive climate
- Work with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement
- Contribute to the School Development Plan by identifying appropriate priorities and targets which ensure pupils make progress and achieve high standard, are safe and enjoy their learning and work
- Keep up to date with current issues in teaching and learning and in school improvement and to share these with staff
- Model innovative approaches to school improvement and leadership
- Work with the Headteacher, Inclusion Lead, school leadership team and the Governing Body to determine the ongoing strategic development of SEND policy and provision in the school

Leading teaching and learning

- Be an excellent role model to all teaching staff within the school and reflect a high level of professional practice in all aspects
- Demonstrate and articulate high expectations
- Assume part-time class teaching and learning responsibilities
- Monitor and evaluate classroom practice to identify school improvement priorities
- Analyse and interpret school data to inform classroom practice across the school

Developing self and working with others

- Manage positive working relationships with all staff
- Motivate and challenge all staff to maintain high expectations of learning and behaviour
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review;
- Provide support to trainees, NQTs, supply teachers, leaders, teachers and Teaching Assistants
- To support staff wellbeing and be aware of workload

Managing the organisation

- Ensure that a high standard of care for all children is maintained
- Support the Headteacher with managing the day to day organisation of the school
- Implement evidence-based school development plans and policies
- Ensure that policies and practices take account of national and local policies and initiatives
- Assist in coordinating, facilitating and monitoring Continuing Professional Development throughout the school in line with identified school improvement priorities
- Produce and co-ordinate timetables throughout the school
- Promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them
- Support the Headteacher with line managing staff and use appraisal as a means of professional development and school improvement

Securing accountability

- Manage staff roles and ensure that responsibilities are clearly defined, understood and agreed;
- Work with the Governing Body and Governing Body committees to enable them to meet their statutory responsibilities
- Present the school's performance and other school initiatives to a range of audiences; parents, governors, school improvement officers and other external agencies

Strengthening the community

- Work with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community
- Build the reputation of the school with the wider community
- Create and maintain partnerships with parents and carers to support and improve pupils' achievement and personal development
- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Support the school by regular attendance at fundraising and social events for pupils and families

Safeguarding

- Ensure that the safeguarding policies and procedures adopted by the Governing Body are fully implemented and followed by all staff
- To safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively
- To undergo training to fulfil all statutory duties including safeguarding and safer recruitment

Other areas of responsibility

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.

Additionally

- To undertake such tasks as may be reasonably required by the Headteacher for the benefit of the school
- Contribute to and support the overall aims and ethos of the school, and provide best outcomes for pupils

This job description will be reviewed as part of your Professional Development programme.

The post holder shall ensure that the duties of the post are undertaken with due regard to the school's Health and Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation

This authority and school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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Person Specification: Deputy Headteacher



Person specification

Qualifications	Essential	Desirable
DfE qualified teacher status	X	
Good honours degree or equivalent	X	
Post-graduate qualification in Education, Education Management or a related discipline		X
Professional development in preparation for a leadership role, i.e. National Professional Qualification for Senior Leadership		X
Knowledge & Experience	Essential	Desirable
Sound knowledge and understanding of recent education legislation and its impact on schools, and the ability to anticipate future trends	X	
Can demonstrate the principles and practice of effective teaching and learning for pupils with varying learning abilities, including assessment for learning and personalised learning	X	
Sound knowledge of National Curriculum	X	
Substantial, successful classroom teaching experience at a high-quality level	X	
A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning	X	
Experience of effective monitoring and evaluation of teaching and learning	X	
Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management	X	
Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils including SEN and disadvantaged pupils	X	
A substantial knowledge, experience and enthusiasm for curriculum leadership and development, including a clear grasp of recent changes and the opportunities that the wider curriculum provides for all pupils.	X	
Sound knowledge and experience of the principles and practice of quality assurance systems, including school review, self-evaluation, data analysis and performance management		X
Substantial proven leadership at a senior level across all key stages		X
Knowledge of the benefits of a values-based education and an understanding of how it can be implemented effectively		X
Experience as a DSL / DSP		X
Strategic Leadership	Essential	Desirable
Good interpersonal skills, with the ability to enthuse, inspire and motivate staff, pupils, parents and governors to achieve the vision and aims of the school	X	
Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement	X	
Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these	X	
Understanding of and commitment to promoting and safeguarding the welfare of pupils	X	
Evidence of having successfully translated vision into reality at whole school level		X
Skills & Abilities	Essential	Desirable
Proven ability to prioritise, plan and organise yourself and others	X	
Effective communication skills, both written and verbal, with the ability to negotiate, influence and to maintain effective working relationships	X	
Proven ability to develop and articulate a coherent vision and formulate a plan for the school that sets high standards for every pupil, addressing the needs and aspirations of the school, the Local Authority and the community, in order to achieve excellence		X

Proven ability to build and maintain effective relationships with parents, carers, governors and the community that enhance the education of all pupils	x	
The skills and resilience to see through the successful management and implementation of change, through the systematic evaluation of the work of the school	x	
Proven ability to delegate tasks appropriately, monitoring their implementation	x	
Proven ability to collect, analyse and use a rich set of data to understand the strengths and weaknesses of the work of the school	x	
The skills to acknowledge excellence and challenge poor performance across the school	x	
Proven ability to continuously monitor and implement new developments and practices in education to improve outcomes for children		x
Proven ability to think creatively, to anticipate and identify problems/needs, and to construct innovative solutions	x	
Proven ability to establish and maintain collaborative working with a wide range of other professionals, through effective partnerships with other schools and as part of the delivery of multi-agency support services, to enhance the education of all pupils		x
An appreciation of new technology and an understanding of its usefulness within an educational environment	x	
Training	Essential	Desirable
Evidence of extensive participation in in-service training including appropriate management development programmes or activities	x	
Proven ability to identify and support own training needs and those of staff, with a commitment to continuing professional development	x	
Commitment to and awareness of Equal Opportunities issues	Essential	Desirable
Demonstrates awareness of the principles of and a commitment to the promotion of equality of access, inclusion, diversity and opportunity for both staff and children, to overcoming barriers to this and to removing practices which are counter to it	x	
Commitment to the promotion of Health & Safety at Work	Essential	Desirable
Demonstrates commitment to the promotion of safe working practices and the provision of a safe learning environment for pupils	x	
Proven ability to develop strategies for risk assessment and to evaluate risk to oneself and to others and to take appropriate action	x	