

## Deputy Head Teacher

### **Purpose of the Job:**

Reporting, planning and setting expectations: The post holder is responsible to the Head teacher and through them to the school's Local Advisory Board (LAB) his/her duties and responsibilities.

The post holder will work on a professional level with SLT, MLT, teachers and support team colleagues, also pupils and parents, seeking always to establish and maintain productive relationships with them in order to promote the vision and ethos of the school with the aim of improving the quality of teaching and learning and pupils' achievement.

In addition to carrying out the professional duties of a class teacher across the age range of the school, to work with and support the Head teacher in leading and managing an effective Primary free school within its local context, including managing the pastoral care framework of the school, and responsibility for the line management of teachers and support staff.

### **Working Hours**

In addition to the time required to teach, plan and assess your class and carry out leadership duties, attendance will be required at all staff meetings and other school events for example induction days, school productions, residential trips, parent consultation evenings. Obviously you will be required to vary these hours as and when the volume and nature of the work demands this. You will be required to attend all staff training (Inset) days and to be available to work as reasonably requested by the Head Teacher.

### **Professional Duties (General):**

The key tasks below may be amended from time to time, bearing in mind the needs of the school and the Deputy Head teacher. The Deputy Head teacher's line manager is the Head teacher. Key elements of the role include but will not be limited to the following.

- To support, and contribute strongly to, the school's commitment to excellence in:
  - Education and achievement of all pupils
  - Professional experience, development and performance for all staff
- To offer a model of effective teaching
- To offer a model of continuing commitment to one's own professional development
- To support, and contribute to the development of the ethos of the school, and to take assemblies
- To support, and contribute strongly to, the school's commitment to, and provision of, equality of opportunity for all pupils and staff
- To support, and deputise for, the Head teacher in their absence
- To undertake leadership in curriculum areas and/or aspects of school life, as agreed with the Head teacher
- With the Head teacher, be responsible for the compilation, review and development of school documentation, including policy documents and the Staff Handbook
- To contribute to the day-to day running of the school including arrangements for routine duties, and for organising sickness supply cover

- To be Designated Safeguarding Lead at school; undertake necessary training and ensuring the highest requirements of safeguarding and welfare are adhered to at all times
- To co-ordinate and contribute to the school's enrichment programme
- With the Head teacher, develop and manage the purposeful tracking of pupils' progress, and the monitoring of standards of attainment
- With the Head teacher, co-ordinate and organise the curriculum
- With the Head teacher, monitor quality of teaching and learning, and support continuing improvement and development
- With the Head teacher, develop and support whole-school systems in connection with behaviour and discipline, including rewards and sanctions
- With the Head teacher, manage and develop the school's use of all available resources: human, financial and premises
- To be involved in staff recruitment and performance management
- With the Head teacher, pursue and secure partnerships which are helpful to the school, e.g. with the LEA, local businesses, other schools
- To lead an aspect or aspects of School Self Evaluation, as agreed with the Head teacher
- To attend full Local Advisory Board meetings
- To attend PTA meetings by agreement as required

#### **Leading Teaching and Learning:**

- To work with the Head teacher and subject coordinators in the organisation, leadership and development of the curriculum.
- Play a leading role in ensuring that the quality of teaching and provision across the school is outstanding.
- Be an excellent role model, exemplifying high standards in all areas and promoting high expectations for all staff, with proven impact on pupil progress.
- Assist the Head teacher in leading the school through strategic planning and the formulation of policies and the School Development Plan.
- With the Head teacher, be responsible for implementing robust systems for monitoring and evaluating outcomes for children.
- Work closely with the Head teacher to ensure an appropriate programme of professional development for all staff.
- Through lesson observations and use of data, hold staff to account for the quality of provision in EYFS, KS1 and KS2.
- Liaise effectively with the Headteacher in pursuing teaching and learning excellence.
- Ensure a safe environment and purposeful working atmosphere is developed by class teachers which supports learning and in which pupils feel secure and confident.
- Assist in the management of pupils' behaviour, establishing and maintaining an excellent standard of discipline through positive and productive relationships.
- Ensure class teachers provide clear structures for lessons maintaining pace, motivation and challenge.
- Monitor teaching methods and support staff in driving continuous improvement.

#### **Plan teaching to achieve progression in pupils' learning through:**

- Identifying clear teaching and learning objectives for the pupils, and deciding how they will be taught and assessed
- Setting tasks which challenge the pupils and ensure a high level of interest, attention, participation and well-being
- Setting appropriately high expectations
- Setting clear targets building on prior attainment
- Identifying the needs of individuals and groups within the class, taking note of individual education plans and liaising with the SENCO as required
- Making effective use of assessment data and information when planning lessons

- Planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development
- The effective use of Learning Support Assistants time as appropriate
- The effective use of resources promoting and driving the use of ICT resources

#### **Monitor, assess, record, report:**

- Assess how well learning objectives have been achieved and use pupil level data and information to improve specific aspects of teaching via effective planning and delivery of learning experiences.
- Monitor and assess pupils' work and assessment data and assist in setting targets for progress.
- Keep up-to-date and accurate whole-school records that detail pupil achievement, monitor strengths and weaknesses, inform planning and recognise the level at which pupils are achieving.
- Contribute to the school self-evaluation and improvement.

#### **Other professional requirements:**

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Demonstrate commitment to the involvement of parents in their children's learning
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices and in particular to development of relevant ICT skills.
- Liaise effectively with parents and Local Advisory Board (LAB) as necessary.
- Liaise with school to ensure there is a smooth transition for the pupils across phases and year groups.
- Carry out supervision duties as appropriate.
- Support the school's extra-curricular activities, actively leading a club
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- In addition, to carry out other duties as reasonably required by the Head teacher.

The job description is not necessarily a comprehensive definition of a post. It will be reviewed annually and may be modified or amended after consultation with the post holder.

#### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Training:</b>		
A Level passes in two subjects	✓	
GCSE subject passes in English, mathematics and one science subject	✓	
Honours degree from a recognised University	✓	

Qualified Teacher Status	✓	
Training in teaching phonics		✓
<b>Knowledge &amp; Understanding</b>		
Substantial primary teaching experience	✓	
Experience of whole-school curriculum management leading to school improvement		✓
Excellent classroom practitioner	✓	
A strong commitment to inclusion with high expectations for all learners	✓	
Highly successful experience of leading and managing whole school developments in a number of areas regarding teaching & learning and raising standards of attainment and achievement across the school	✓	
Able to talk about characteristics of effective primary teaching and learning strategies used to raise pupil attainment and achievement	✓	
<b>Leadership and Management</b>		
Senior leadership and management experience		✓
Experience of planning for change, development and improvement		✓
The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community	✓	
Ability to set & meet challenging targets, for pupils and the school, and to enable others to do this	✓	
Ability to analyse, prioritise and meet deadlines	✓	
Experience of whole school self review and evaluation		✓
Knowledge of the role of Local Advisory Board (LAB)		✓
Able to demonstrate leadership qualities and people management skills	✓	
Able to motivate, promote good relationships and effectively communicate with all stakeholders	✓	
Experience of having led whole school initiatives	✓	
Commitment to safeguarding and promoting the welfare of children	✓	
<b>Personal Skills and Attributes</b>		
Ability to:		
Promote the school's aims positively	✓	

Be patient when working with young children and their parents/carers	✓	
Be resilient in coping with the day-to-day pressures of school life	✓	
Ability to work under pressure and prioritise effectively	✓	
Commitment to maintaining confidentiality at all times	✓	
Develop good personal relationships within a school team	✓	
Demand ambitious standards for all pupils	✓	
Treat pupils and staff fairly, equitably and with dignity and respect to create and maintain a positive school culture and to allow an appropriate work / life balance	✓	
Establish and develop positive working relationships with parents, Local Advisory Board (LAB) and community groups	✓	
Instill a strong sense of accountability in staff for the impact of their work on pupil outcomes across all Key Stages, including being the pupil premium	✓	
To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community	✓	
Create an engaging and stimulating learning environment	✓	
To promote a positive image of the school	✓	
Be flexible in response to the changing demands of a new and growing Free School	✓	
Work collaboratively as a team member	✓	
Show a commitment to good attendance and excellent punctuality	✓	

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Officer or Deputy Safeguarding Officer.