



<b>Organisation:</b>	Watergrove Trust
<b>Section:</b>	Teaching Staff
<b>Location:</b>	Sandbrook Community Primary School ; You may be required to perform your duties within any of the locations of the Watergrove Trust.
<b>Job Title:</b>	Deputy Headteacher
<b>Hours:</b>	Leadership STPC
<b>Grade:</b>	Leadership
<b>Grade Range:</b>	L12-L16
<b>Accountable to:</b>	Headteacher, Sandbrook Community Primary
<b>Accountable for:</b>	Assistant Headteachers, Teachers, Associate Staff
<b>Special Conditions of Service:</b>	<ul style="list-style-type: none"><li>• All posts require satisfactory pre-employment checks including enhanced DBS clearance with barred list prior to appointment.</li><li>• A full driving licence and access to a vehicle with business insurance is required.</li></ul>

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### **PURPOSE AND OBJECTIVES OF THE ROLE**

- The Deputy Headteacher will be responsible for working with and supporting the Headteacher/ Head of School on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.
- Under the reasonable direction of the Headteacher/ Head of School, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.
- Monitor and support the overall progress and development of students as a teacher/ Form Tutor.



- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of student attainment.
- Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

### **Personnel**

If appropriate, any staff as directed by the Headteacher.

### **Financial**

N/A

### **Equipment/Materials**

To be responsible for the safe use of equipment/materials used by self, colleagues and students accountable to the post holder.

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust.

### **Equality and Diversity**

To work in accordance with Watergrove Trust's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trust's Appraisal Framework.

### **Safeguarding**

Fulfil responsibilities and obligations in relation to the safeguarding of children.

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

### **Relationships (not exhaustive)**

Trust Senior Leadership Team  
 Wider Trust Colleagues  
 Headteacher(s)  
 Teaching Staff  
 Associate Staff  
 Visitors  
 Contractors  
 Governors /Trustees



## Organisational Chart

<b>Headteacher</b>
<b>Deputy Headteacher</b>
<b>Teaching Staff/ Associate Staff</b>

## Values and Behaviours

Our mission is to be ever **“Providing more”** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

## Responsibilities

The postholder must:

1. Perform his/her duties in accordance with the Equal Opportunities Policy.
2. Ensure that the Trust’s commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

## Strategic direction and development of the school

- Working with the Headteacher/ Head of School to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context. Assist in the preparation, implementation and monitoring of the School Improvement Plan.
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism.
- Publicly supporting all decisions of the Headteacher/ Head of School and Governing Body.
- Assisting in developing and evaluating an Equality and Community Cohesion policy and supporting inclusion across the school.

## Teaching and Learning

- Providing an example of ‘excellence’ as a leading classroom practitioner and inspiring and motivating other staff.
- Working with the Senior Leadership Team and Headteacher/ Head of School to sustain high expectations and excellent practice in teaching and learning throughout the school.



- Assessing, recording and reporting on the development, progress and attainment of pupils. Analyse and interpret relevant data, research and inspection evidence to inform the Headteacher and other audiences.
- Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for improvement.
- To be involved in mentoring other members of staff (team teaching in triads) to raise pupil's standards of achievement and to evaluate practice.
- Implementing agreed behaviour management strategies to maintain good order and discipline, and ensuring the health and safety of all pupils.
- Assist the Headteacher/ Head of School in leading and managing the creation and implementation of a strategic plan for securing school improvement which identifies priorities and targets for ensuring that pupils achieve high standards and make good progress.
- Assist the Headteacher/ Head of School in ensuring that pupils have access to a broad, balanced and relevant curriculum, which contributes to their development and provides appropriate preparation for adult life.
- Create a positive ethos and provide educational vision and direction, which secures effective teaching with appropriate professional development opportunities for all staff, successful learning and achievement by pupils, and sustained improvement in their development. Support the Headteacher/ Head of School in ensuring that all those involved in the school are committed to its aims and ethos and are accountable in meeting objectives and targets that secure the educational success of the school.
- Lead on the day-to-day management within school, including the effective deployment of staff, the effective use of buildings and grounds, and the school's physical resources.
- Develop, implement and review the school's policies appropriate to the postholder's delegated areas of responsibility.

### **Curriculum Provision and Development**

- Liaise with Unit and subject leads to ensure the delivery of appropriate, comprehensive, high quality and cost-effective curriculum programmes which complement the School Improvement Plan and feed into the self-evaluation process.
- Ensure opportunities to promote pupils' spiritual, moral, social and cultural development.
- Be accountable for the development and delivery of curriculum areas as delegated by the Headteacher. Provide an exciting, stimulating and creative curriculum. Manage core subjects and non-core subjects as per needs of the school.
- Create and maintain a climate to secure good teaching, effective learning, high standards of achievement, good behaviour and enable teachers and other staff to meet required standards.



- Assist the Headteacher/ Head of School in determining, organising and implementing the curriculum and its assessment as well as monitoring and evaluating them.
- Monitor and evaluate the quality of teaching and standards achieved by all pupils, within delegated areas and meet challenging and realistic targets for improvement.
- Create and promote strategies for developing Inclusion practice.
- Assist the Headteacher/ Head of School in ensuring that improvements in literacy, numeracy and ICT are priority targets for all pupils, including those with SEN.
- Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- Ensure that the principles of the SEND Review are planned, implemented and reviewed.

### **Leading and Managing staff**

- Take a major role in the day-to-day running of the school. Deputise for the Headteacher/ Head of School in their absence.
- Working with the Headteacher/ Head of School to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development. Enabling all appropriate staff to carry out their roles to the highest standard through high quality continuing professional development based on assessment of needs.
- Lead professional development of teaching and appropriate support staff through example.
- Lead, support and co-ordinate the provision of high quality professional development, drawing on other sources of expertise as appropriate.
- To lead in Appraisal of all staff and to be responsible for ECT assessments and inductions ensuring that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for QTS and Induction.
- To lead Teaching Assistants in Performance Management and training development.
- To lead and manage behaviour across the school.
- To lead and manage the provision for disadvantaged children and those who are cared for.
- Promote teamwork and motivate staff to ensure constructive working relationships.
- Implement performance and capability management arrangements in line with Trust policies.
- Participate in the interview process for posts when required and ensure effective induction of new staff in line with the Trust's policies.



- Support the Headteacher/ Head of School in ensuring that professional duties and conditions of employment of teachers and support staff are fulfilled.
- Take responsibility for own professional development, including time management issues.

### **Efficient and effective deployment of staff and resources**

- In consultation with SLT, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context in order to improve the quality of education provided i.e. cover supervision timetables, deployment of HLTA's (when in setting) and supply staff and Teaching Assistant's timetables and deployment.
- Assist the Headteacher/ Head of School to recruit staff of the highest quality.
- Advise the Headteacher/ Head of School and Governing Board of likely priorities for expenditure. Support the Headteacher and Governors in annual budget planning and monitoring.
- Support the Headteacher/ Head of School in managing and organising the school site efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Manage, monitor and review the range, quality and quantity and use of all available resources, within the delegated areas of responsibility, to meet the policies and objectives of the school, maximise pupils' achievements and ensure value for money.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from sources inside and outside the school.
- Manage the schools' lunchtime arrangements along with other senior teachers.

### **Pastoral System**

- Support the Headteacher/ Head of School in ensuring that effective mentoring systems are in place to support pupil progress and achievement.
- As delegated by the Headteacher/ Head of School, lead and manage teams of managers to develop and implement pastoral care systems.
- Contribute to the Personal Development Curriculum according to the school policy.
- Implement and make recommendations to the school behaviour management policy so that effective learning can take place.
- Coordinate and assist in leading inspirational assemblies.

### **Accountability**



- Supporting the Headteacher/ Head of School and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders. Attend Governors meetings as an observer and report to Governors as and when requested.
- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and pupils to follow this example.
- Support the school in meeting its legal requirements.
- Promote actively the Trust's corporate policies.
- Comply with the Trust's health and safety policy and undertake risk assessments as appropriate.
- Promote the values and achievements of the school to the community.

## **SECONDARY DUTIES**

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
2. Work collaboratively across departments with colleagues and students to ensure the Academy & Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
4. Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.
5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
6. To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
7. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).



9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.

c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

10. To attend and participate in meetings as required.

11. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.

12. Support the Academy & the Trust in meeting our legal requirements for worship.

13. Actively promote the Academy & Watergrove Trust corporate policies.

Job Description Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Postholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.*





**Watergrove Trust  
Person Specification**

<b>Organisation :</b>	<b>Sandbrook Community Primary</b>	<b>Post:</b>	<b>Deputy Headteacher</b>
<b>Section :</b>	<b>Teaching Staff</b>	<b>Grade:</b>	<b>L12-L16</b>

**Note to Applicants:**

**Essential Criteria (E)** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

**Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.**

<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>Qualifications</b>		
Qualified Teacher Status	E	AF, certificates
Post of responsibility in a school	E	AF, I, check certificates
Evidence of ongoing professional development	E	AF, I
<b>Skills</b>		
An excellent primary classroom practitioner who has high expectations and is committed to raising standards	E	AF, I
Significant experience of senior leadership as AHT or DHT. Including INSET management and Ofsted experience.	E	AF, I
Experience of successfully developing a core curriculum area	E	AF, I
Experience of leading and managing people in teams and as individuals, including appraisal	E	AF, I
Responsibility for developing, monitoring and evaluating an aspect of school provision	E	AF, I
Experience of successfully developing a core curriculum area	E	AF, I
A track record in improving others practise through demonstrating, coaching and target setting	E	AF, I
Experience of SEND provision	E	AF, I
Ability to manage pupil behaviour and pastoral needs	E	AF, I



Commitment and confidence in working in partnership across the Trust with other colleagues and strengthening/empowering others	E	AF, I
Outstanding communication skills, with a range of audiences both orally and in writing.	E	AF, I
Working successfully with parents and the wider community. A strong communicator with parents.	E	AF, I
<b>Knowledge and Ability</b>		
Excellent knowledge of learning and teaching. Knowledge of the whole primary curriculum including current working knowledge and understanding of EYFS practice	E	AF, I
Use and knowledge of the impact of ICT on learning and teaching	E	AF, I
Good knowledge of inclusion issues. A commitment in ensuring inclusive practice	E	AF, I
Excellent classroom and Behaviour Management skills	E	AF, I
Experience of and successful development of assessment recording and reporting procedures and the use of data analysis and target setting to raise standards	E	AF, I
Ability to implement change and plan strategically and confidence to sensitively and effectively manage change to the benefit of the school	E	AF, I
High level of written and oral communication skills. Ability to communicate with staff and outside agencies and members of the local community	E	AF, I
The ability to work on own initiative, prioritising and managing time effectively	E	AF, I
Ability to set up effective working teams, develop team approaches and work as part of a team	E	AF, I
Up to date knowledge of current primary education issues	E	AF, I
Be committed to the development of self and colleagues . Ability to provide practical advice to staff	E	AF, I
Clear understanding of safeguarding and child protection issues and protecting those most vulnerable	E	AF, I
Ability to take responsibility for the further development and delivery of Teaching and Learning across the school	E	AF, I
Ability to share responsibility with the Headteacher for target setting and the raising of standards, attainment and progress across the school. (NB: Other areas of responsibility to be agreed with the Headteacher)	E	AF, I
Understanding of strategies for school improvement	E	AF, I
<b>Personal Qualities</b>		
Caring nature – loves children	E	AF, I
Highly motivated, committed and positive	E	AF, I
Calm when under pressure. Ability to deal with sensitive issues in a professional manner	E	AF, I
Can lead, manage and inspire	E	AF, I
Creative	E	AF, I
Ability to meet deadlines	E	AF, I
Good sense of humour	E	AF, I



Ability to motivate and enthuse children	E	AF, I
Rigorous and thorough	E	AF, I
Set high personal standards for self and others	E	AF, I
Integrity and loyalty	E	AF, I
Able to adapt to changing circumstances and new ideas in a positive and creative manner	E	AF, I
<b>Special Working Conditions</b>		
From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description.	E	AF, I
A commitment to work to involve parents, governors and the community in the work of the school.	E	AF, I
Commitment to some evening work and occasional weekend community activities if required	E	
A full driving licence and access to a vehicle with business insurance is required	E	AF, I
There may be a requirement for you to work at any of our Trust schools as required	E	AF, I

