

TEACHING STAFF

JOB DESCRIPTION

ROLE TITLE	Deputy Headteacher
CONTRACTED HOURS	Full time
LOCATION	Silfield Oak Primary Academy
GRADE / SCALE POINT – SALARY	Leadership range L3-7
REPORTING TO	Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance. All members of the Trust are responsible personally and collectively for supporting pupils in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the Core Values at all times;
- Nurturing passions and interests and stimulating their intellectual curiosity;
- Continuously raising aspirations and self-esteem;
- Intentionally developing Leadership
- Contributing to the wider range of opportunities offered by and for the school community;
- Actively supporting and promoting pupil voice;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils.

JOB PURPOSE

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Teaching responsibility

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).



Key Tasks and Responsibilities

Under the direction of the Headteacher

- Support with the day-to-day management of the school
- Co-leading with development of the strategic and operational growth of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Seek training and continuing professional development to meet own needs
- Being Alternate Designated Safeguarding Lead and leading a strong safeguarding culture in the school
- Deputise as Head of School if the Headteacher is absent
- Work effectively with all stakeholders
- Organise and support with school events
- Educational visits co-ordinator for the school

Quality of education leader

- Supporting new and existing staff with the implementation of the 'unity code'
- Coaching staff with their pedagogical development
- Leading unity code CPD package
- CUSP champion
- Curriculum development with SLT team
- Attend CUSP network meetings and visit schools
- Form professional networks to further improve implementation and impact of the curriculum
- Implement the spotlight monitoring cycle and monitor the implementation and impact of the quality of education across the school
- Moderate in-house assessment and participate in trust moderation
- ECT induction lead
- Support new subject leaders to the school to fulfil their roles
- Assessment leader for internal and external assessment/ Raising standards leader (in future)

Pupils and staff

Under the direction of the Headteacher

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice
- Line Manage and Performance Manage direct reports
- Lead curriculum areas

Systems and Processes

Under the direction of the Headteacher

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour

- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support distribution of leadership throughout the school

Self-improving School system

Under the direction of the Headteacher

- 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
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times. The Deputy Headteacher under the guidance of Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the school and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the school and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Headteacher or a member of the Trust Executive Leadership Team which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIREABLE
KNOWLEDGE		
Qualifications	Recognised QTS Degree Evidence of commitment to own professional development	Management training Successfully completed NPQSL Registered on NPQH

<p>Relevant Experience</p>	<p>Knowledge and experience of teaching relevant key stages</p> <p>Excellent classroom teacher with a proven commitment to improving the quality of children's learning</p> <p>Knowledge and experience of School Development Planning and Curriculum Planning</p> <p>Successful leadership and management experience within a school.</p> <p>Evidence of liaising collaboratively with colleagues</p> <p>Experience and knowledge of managing challenging behaviour</p> <p>Experience of monitoring teaching and learning</p> <p>Understanding the importance of using data to raise standards</p> <p>Evidence of successfully mentoring or providing general pastoral support to colleagues.</p> <p>Been an active member of the Safeguarding Team and proactively creating a safeguarding culture.</p>	<p>Experience in one or more schools</p> <p>Experience of having responsibility for a class in more than one key Stage</p> <p>Experience in organising and leading assemblies</p> <p>Evidence of participating in and developing extracurricular activities</p> <p>Experience of line Managing staff</p> <p>Has Performance Managed staff</p> <p>Experience of mentoring and coaching staff</p> <p>Been a DSL</p>
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<p>Skills and Aptitudes</p>	<p>Commitment to the safeguarding and promoting the welfare of children and young people</p> <p>Ability to motivate and lead a team with sensitivity and energy</p> <p>Ability to communicate effectively, both written and oral, with a wide range of people</p>	<p>Experience of effective working with governors</p> <p>Experience and understanding of ICT as a management tool</p> <p>Ability to foster links with local community and with other schools, locally,</p>

	<p>Skill at managing change</p> <p>Proven success in working with children across a range of age and ability.</p> <p>Ability and willingness to use tact and sensitivity as second nature.</p> <p>Stamina and a positive approach to work.</p>	<p>nationally and internationally.</p> <p>Ability to motivate commitment among all staff groups and to lead staff meetings</p> <p>Sympathetic to the ethos of the school</p>
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