

Smallwood Primary School and Language Unit

Job Description

Deputy Headteacher

with primary responsibility for **Teaching & Learning and Assessment**
L10 to L18 (Inc. Inner London Allowance)

The appointment is subject to the current conditions of employment contained in the School Teachers' Pay and Conditions Document and the required standards for Qualified Teacher Status and other current legislation. This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

Responsible to

- The Headteacher

The main function of the role

- This job description sets out the duties to be undertaken and performed by the post holder in the role of Deputy Headteacher. The duties set out below are in addition to any class teaching requirement.
- The main function of the role is to assist the Headteacher in the leadership and management of the school and in all aspects of school improvement and self-evaluation, including taking full responsibility for the school in the absence of the Headteacher.
- The current School Teachers' Pay and Conditions document describes the duties, which are required to be undertaken by teachers in the course of their employment. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

Areas of Responsibility and Key Tasks of a Deputy Headteacher at Smallwood

- To take an influential role in the school leadership and school improvement team contributing to both strategic planning and monitoring.
- To be an exemplary teacher, providing a model for other staff in teaching, classroom organisation and assessment.
- To promote quality teaching and learning throughout the school.
- To monitor, manage and take responsibility for the development of teaching and learning across the breadth of the school and include other colleagues in this process.
- To keep abreast of both local and national developments in relation to teaching and learning and the primary curriculum.
- To lead CPD in the areas of Teaching and Learning and Assessment
- To ensure that the school's curriculum is relevant, purposeful and inspiring through effective implementation and monitoring that lead to the highest possible standards.
- To manage the implementation of whole school assessment and monitoring procedures including data analysis and produce reports for relevant stakeholders or support colleagues in producing reports where necessary.
- To deploy staff based on the outcomes of this analysis in order to boost attainment and close gaps.
- To be proactive in evaluating school effectiveness (self-evaluation) in partnership with all relevant stakeholders and lead on identified areas of school improvement.
- To performance manage identified staff.
- To promote a positive approach to whole school behaviour.
- To promote the development of community cohesion and family learning.
- To participate fully in the life of the school including participation in out of school hours' activities. (e.g. to attend Full Governing Board meetings or PTA events.)

Strategic Direction and development of the School (alongside and under the direction of the Headteacher)

- Support the vision, ethos and policies of the school and promote high levels of achievement.
- Support the creation and implementation of the school development plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it.
- Support all staff in achieving the priorities and targets that the school sets for itself, and to provide them with support and guidance in implementing schemes of work.
- Support the evaluation of the effectiveness and implementation of school policies.
- Support the Headteacher with the everyday running of the school including timetabling and assemblies.
- Ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.

Teaching and Learning

- Develop classroom environments and teaching practice that secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement and behaviour.
- Identify and develop appropriate programmes of CPD that impact on the quality of teaching.
- Support the Headteacher and other senior leaders in the monitoring of the quality of teaching and children's achievements including the analysis of specific performance data.

Leading and Managing Staff

- Support the Headteacher in developing positive working relationships with and between all school staff.
- Lead groups of staff in developmental activities, delegate appropriately and evaluate impact on whole school attainment and the curriculum.
- Support the Headteacher in the implementation of the school's performance management policy in relation to identified members of staff.
- Analyse teaching data to report to Head and the Governing Board.

Effective Deployment of Staff and Resources

- Support the Headteacher in the appointment and development of staff to make the most effective use of their skills, expertise and experience and ensure that staff have a clear understanding of roles and responsibilities.
- Support the Headteacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met.
- Manage the school effectively in the absence of the Headteacher.
- Work with the Headteacher and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

Safeguarding

- To be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To ensure child protection procedures and processes are followed within own area of the school.

General

- Act as 'critical friend' and provide effective professional challenge and support to the Headteacher.
- Provide information and advice to the Headteacher/Governing Board related to specific areas of the school.
- To attend meetings, in accordance with school policy and to lead such meetings as required.
- To take whole school assemblies and to support other staff with assemblies.
- To prepare and present reports, as required to, e.g. governors, LA officers, parents, outside agencies.
- Take on any additional responsibilities that might from time to time be determined.

Appraisal

- An annual performance review is based on this overall job description and with particular emphasis on individual annual targets.

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Person Specification

Deputy Headteacher

	Essential	Desirable
Qualifications		
Educated to degree level.	✓	
To hold a teaching certificate in Education which is recognised by the DfE.	✓	
Qualified teacher status.	✓	
To have evidence of continuing and recent professional development relevant to the post.		✓
Experience		
Minimum of 5 years teaching experience	✓	
Current experience of senior leadership post in a primary school	✓	
Evidence of effecting significant and sustained change in teaching, learning and curriculum that has led to an improvement in pupil performance.	✓	
Evidence of contributing to whole school improvement.	✓	
Evidence of supporting/mentoring colleagues in order to secure school improvement.	✓	
Evidence of improving the quality of teaching and learning, through processes of monitoring and support.	✓	
Evidence of managing and using data to support pupil progress and attainment.	✓	
Evidence of supporting staff development programmes for teachers and other staff.	✓	
Evidence of supporting strategies to improve parental involvement in their children's learning.	✓	
Professional Knowledge and Understanding		
Have a sound understanding of the skills and attributes involved in effective leadership.	✓	
Understand the current theory and best practice in teaching and learning, particularly relating to achieving high rates of progress of children of early years and primary age.	✓	
Be committed to the pursuit of excellence through reflective practice and continued professional development.	✓	
Understand the expectations in the Ofsted Framework regarding effective leadership and management.	✓	
Have a good working knowledge and understanding of schools' statutory responsibilities regarding the needs and care of pupils with SEN	✓	
Have a good working knowledge and understanding of the needs of children with EAL	✓	
Have knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils and more able.	✓	
Have an excellent understanding of positive effective strategies for whole school behaviour management.	✓	
Understand the principles of Racial Equality and Equality of Opportunity and how these may inform whole school policy.	✓	

Professional Skills and Abilities		
Be an excellent teacher.	✓	
Relish challenge and perform efficiently in significant and key leadership role that effects whole school change (and hold colleagues to account)	✓	
Have excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Have a willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.	✓	
Model and disseminate excellent practice through coaching and working alongside colleagues.	✓	
Lead whole school INSET	✓	
Be able to work with a range of stakeholders including governors and parents and be accountable for performance and budget expenditure.	✓	
Be able to analyse data effectively to assess whole school performance and progress.	✓	
Demonstrate the effective use of ICT to enhance the learning and teaching of all subjects.	✓	
Be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children.	✓	
Have good communication skills both orally and in writing.	✓	
Be able to manage own workload effectively and respond swiftly to deadlines.	✓	
Demonstrate resilience, perseverance and the ability to cope with the pressures of a demanding management position.	✓	
Demonstrate an openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others and deal with challenging questions.	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy.	✓	
Demonstrate the drive to develop the school vision.	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post.	✓	
Managing the Organisation/Securing Accountability		
Use a range of tools and evidence, including self-evaluation, performance data, to support, monitor, evaluate and improve aspects of the school, including challenging underperformance.	✓	
Demonstrate the importance of distribution and delegation of leadership responsibilities.	✓	
Safeguarding		
Have up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	✓	
Display commitment to the protection and safeguarding of children and young people and the ability to follow agreed procedures.	✓	