

Job Description

Post Title:	Deputy Headteacher, St John's CE First School
Responsible to:	Headteacher, Academy Committee
Responsible for:	The postholder will be responsible for the deployment and supervision of the work of staff within the school relevant to their responsibilities
Salary:	Leadership pay range points 1-5

Main purpose of the job

- To work within Initio Learning Trust Values, Ethos and Vision;
- Under the overall direction of the headteacher play a lead role in:
 - formulating the aims and objectives of the school and establishing the practices through which they are to be achieved
 - being responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
 - proactively managing staff and resources;
- Take full responsibility for the school in the absence of the headteacher;
- Carry out the professional duties of a teacher as required;
- Take responsibility for child protection issues as appropriate;
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school;
- Carry out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document including the conditions of employment for deputy headteachers and the school's own policy.

Duties and responsibilities

Shaping the future

- In partnership with the headteacher and AC members, establish and implement an ambitious vision and ethos for the future of the school, ensuring high quality education for all pupils and ongoing staff development;

- Play a leading role in the school improvement and school self-evaluation planning process;
- In partnership with the headteacher manage school resources;
- Devise, implement and monitor action plans and other policy developments;
- Lead by example to motivate and work with others;
- In partnership with the headteacher, lead by example when implementing and managing change initiatives;
- Promote a culture of inclusion within the school community where all views are valued and taken into account.

Church School Distinctiveness

- Demonstrate a positive commitment to the ethos and values of a Church of England School;
- To work with the headteacher, Academy Committee, pupils, parents and families to uphold the Christian distinctiveness of the school.

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community;
- In partnership with the headteacher, ensure teaching and learning reflects the distinctively Christian vision and values of the school in order that pupils flourish as learners and the highest possible standards are achieved
- Work with the headteacher to raise standards through staff performance management;
- Lead the development and delivery of training and support for staff;
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils;
- With the headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality;
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school;

- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards;
- Ensure through leading by example the active involvement of pupils and staff in their own learning;
- Take a lead in promoting positive pupil behaviour, including the delivery of an effective rewards and sanctions system.

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond;
- Organise and support the induction of staff new to the school and those being trained within the school;
- Act as an induction co-ordinator for ECTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate;
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the headteacher;
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn;
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting;
- Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management;
- Lead the annual appraisal process for all identified support and teaching staff.

Managing the organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate, working within Trust policy, procedures and practice
- To undertake the role of Deputy Designated Safeguarding Lead

- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication;
- Working with the headteacher, ensure that the school follows and implements effective people management processes, adhering fully to Trust policies for sickness absence, disciplinary, capability and code of conduct.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school;
- Be a proactive and effective member of the senior leadership team;
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate;
- To undertake any professional duties, reasonably delegated by the headteacher.

Securing accountability

- Lead and support the staff and AC members in fulfilling their responsibilities with regard to the school's performance and standards;
- Support the headteacher in reporting the school's performance to its community and partners;
- Promote and protect the health and safety welfare of pupils and staff;
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Strengthening community

- Work with the headteacher in developing excellent practices which promote inclusion, equality and the extended services that the school offers;
- Develop and maintain contact with all specialist support services as appropriate;
- Promote the positive involvement of parents/carers in school life;
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties;
- Strengthen partnership and community working;
- Promote positive relationships and work with colleagues in other schools and external agencies.



This job description is not a contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change.

Deputy Headteacher – Person Specification

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none"> • Qualified Teacher status • Good degree or equivalent 	<ul style="list-style-type: none"> • Evidence of additional further educational qualifications
Experience	
<ul style="list-style-type: none"> • At least 5 years successful teaching experience in the primary age range • Substantial knowledge and understanding of learning and teaching at Key Stage One/ EY and Key Stage Two • Leadership experience in the primary age range • Experience of leading Assessment across the school and at least one core curriculum area • Experience of working with SLT, AC Members, pupils, parents and families to uphold the Christian distinctiveness of the school. 	<ul style="list-style-type: none"> • Experience of working with and involving AC members • Experience of teaching in more than one key stage • Experience of working with and developing links with the community • Experience of working with KS1/EY
Knowledge & Understanding	

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| <ul style="list-style-type: none">● Confident use of ICT communication skills● Knowledge and understanding of data analysis and the ability to use data to set targets for improvement across the school● Confident in whole school self-valuation● Up to date knowledge & understanding of the current national education agenda● Demonstrate a positive commitment to the ethos and values of a Church of England School;● Understanding of how children & adults learn and effectively apply their learning● Understanding of how to support children with SEND across the school, measuring interventions effectively and using the pupil premium to good effect re pupil progress | |
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Leadership Skills	
<ul style="list-style-type: none"> ● To assist the headteacher in leading an expanding first school which is already successful but with ambition for further improvement. ● Evidence of highly effective teaching in more than one year group. <p><u>This will require the ability to:</u></p> <ul style="list-style-type: none"> ● Lead the schools Creative Curriculum ● Lead and manage people to work both individually and in teams ● Delegate and monitor effectively ● Assist the headteacher to initiate and manage change ● Motivate and inspire by setting and following high standards ● Seek advice and support when necessary ● Deal sensitively with people and resolve conflicts. 	<ul style="list-style-type: none"> ● Evidence of successful school improvement planning and delivery ● Evidence of successful performance management of staff ● Evidence of successful leadership in a first or primary school environment

Decision-making Skills	
<ul style="list-style-type: none"> • Ability to investigate, resolve problems and make decisions <u>This will include an ability to:</u> • Collect and weigh evidence, make judgements and take decisions in line with good educational practice • Think creatively and imaginatively to solve problems and identify opportunities 	
Communication Skills	
Personal quality: <ul style="list-style-type: none"> • The ability to communicate clearly and take into account, where appropriate, the views of others 	
Professional quality: <ul style="list-style-type: none"> • Effectively communicate orally and in writing to a range of audiences • Negotiate and consult 	
Self Management Skills/Professional Development	
<ul style="list-style-type: none"> • Evidence of continuing professional development and being able to demonstrate the impact of this • Evidence of working collaboratively with other schools, organisations and agencies • Ability to plan time and organise work effectively • This will include an ability to: • Prioritise and manage time • Work under pressure and meet deadlines • Be self motivating and set personal goals 	
School Ethos	

<ul style="list-style-type: none"> • Capacity to influence others • An ability & commitment to develop and maintain the ethos of the school in partnership with the Headteacher • Fully supportive of the aims & ethos of a Church V.C. school • Ability to support and help develop a vision for high quality education which promotes spiritual, moral and cultural development • Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education 	
Personal Attributes	
<ul style="list-style-type: none"> • Adaptability to changing circumstances & ideas • Energy and enthusiasm • Reliability and integrity • Outstanding interpersonal skills 	