

# St. John's Church of England Primary School and Nursery

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Headteacher Mr. R. Averis B.Sc. P.G.C.E. N.P.Q.H.



## St John's Church of England Voluntary Primary School and Nursery (Belper)

### APPOINTMENT OF DEPUTY HEADTEACHER

#### Job Description

**Post Title:** Deputy Headteacher

**Salary:** Leadership Payscale (L8 – L12)

**Job Term:** Full Time

**Appointment Type:** Permanent

**Responsible to:** Headteacher/The Governing Board of St John's Church of England Voluntary Primary School and Nursery (Belper)

#### **Main 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

If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.

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).

#### **Qualities**

The deputy headteacher will:

- Maintain high standards of ethics, behaviour and professional conduct.
- Demonstrate the school's Christian values in everyday work and practice.
- Build positive and respectful relationships across the school community
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Motivate, support and empower staff and pupils to achieve their best
- Uphold the monitoring systems and culture of the school to promote and safeguard the welfare of young people.



- › Develop and maintain a culture of high expectations for self and for others.
- › Regularly review own practice and achievements, set personal targets, and take responsibility for own personal development.
- › Manage own workload and that of others to allow an appropriate work/life balance.
- › Demonstrate the school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- › Collaborate with other agencies in particular St Peter's Church and the Diocese of Derby's Board of Education, in providing for the academic, spiritual, moral, social, emotional, and cultural well-being of pupils and their families.
- › Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- › Willing and able to support and attend school events outside of the normal school day.

## Duties and responsibilities

### School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- › Work alongside the senior leadership team (SLT), leadership team (LT) and other staff members to create a culture where pupils experience a positive and enriching school life
- › Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- › Ensure a culture of staff professionalism
- › Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- › Use consistent and fair approaches to implement strategies which secure high standards of behaviour and attendance in line with the school policies

### Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- › Be class-based, maintaining high standards of teaching, learning and pupil progress.
- › Model excellent classroom practice and support the professional development of colleagues.
- › Establish creative, responsive, and effective approaches to learning and teaching.
- › Ensure a culture and ethos of challenge and support where all pupils can flourish and become engaged in their own learning.
- › Implement a broad, knowledge-rich curriculum and implement Assessment for Learning.
- › Monitor, evaluate and review classroom practice and promote improvement strategies.
- › Ensure learning experiences for pupils are linked into and integrated with the wider community, in particular with St Peter's Church.
- › Effectively use formative assessment to inform strategy and decisions
- › Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every pupil's learning.
- › Support curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- › Demonstrate and articulate high expectations with adaptive teaching strategies to ensure all pupils can achieve success

## Additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher, the deputy headteacher will:

- › Promote a culture of inclusion and practices that enables all pupils to access the curriculum
- › Have ambitious expectations for all pupils with SEN and disabilities
- › Work effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate

## Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- › Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- › Establish and oversee systems, processes and policies so the school can operate effectively
- › Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- › Manage staff with due attention to workload
- › Ensure rigorous approaches to identifying, managing and mitigating risk
- › Allocate financial resources appropriately, efficiently and effectively
- › Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- › Make sure these school improvement strategies are effectively implemented

## Professional development

Under the direction of the headteacher, the deputy headteacher will:

- › Ensure staff have access to appropriate, high standard professional development opportunities
- › Keep up to date with developments in education
- › Seek training and continuing professional development to meet needs

## Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- › Understand and welcome the role of effective governance, including accepting responsibility
- › Ensure that staff understand their professional responsibilities and are held to account
- › Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- › Work successfully with other schools and organisations
- › Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

## Other areas of responsibility

Areas of responsibility will include one or more of the following, depending on expertise and school priorities: Designated Safeguarding Lead, Senior Mental Health and Wellbeing Lead, Professional Development Lead, Timetabling and Assessment.

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Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:**

**Next review date:**

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date** \_\_\_\_\_