

Executive Headteacher: Mr D Callaghan

www.trentsidefederation.co.uk

www.haxeyceprimary.co.uk

www.stmartinscofeprimary.co.uk

DEPUTY HEADTEACHER JOB DESCRIPTION

The Deputy Headteacher will be responsible for working with and supporting the Executive Headteacher on the following key school leadership and management areas. This will involve accepting delegated responsibility for aspects of these key areas.

As a Church of England school, and in our commitment to sustaining and developing our Christian ethos and values, the purpose of the role of Deputy Headteacher at The Trentside Federation is:

- To be an inspirational leader who is called, connected and committed to deliver the St Martins School vision for the children, staff and community it serves.
- To lead by example, actively modelling and embedding into all areas of school life, the Christian vision and core Christian values of the school ensuring a life in all its fullness for all.
- To carry out the duties of a Deputy Headteacher as set out in the current Teachers' Pay and Conditions document.
- To assist the Executive Headteacher in developing and managing the school effectively and efficiently.
- To assist the Executive Headteacher in improving the progress and attainment of all pupils by providing the highest possible quality of education and educational achievements.
- To be a consistently excellent teacher and learner.
- To deputise in the absence of the Executive Headteacher.

Strategic direction and development of the school

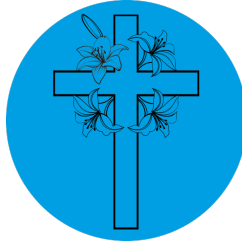
- Working with the Executive Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development.
- Acting as a 'sounding board' and 'critical friend' to the Executive Headteacher, always demonstrating high standards of honesty, personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Executive Headteacher and Governing Body.
- Leading the ongoing development and review of the curriculum ensuring it matches the needs of the children.

Haxey CE Primary School ☒ The Nooking, Haxey, DN9 2JQ ☎ 01427 752294

St Martin's CE Primary School ☒ Burnham Road, Owston Ferry, DN9 1AY ☎ 01427 728258

West Butterwick CE Primary School ☒ School Lane, West Butterwick, DN17 3LB ☎ 01724 783244

Hope and Resilience at the Heart of Everyone's Learning



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- Keeping updated of current research and evidence-based approaches to developing teaching and learning.

Teaching and learning

- Provide an example of excellence as the leading classroom practitioner; inspiring and motivating other staff.
- Working with the Executive Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupil's achievement.
- Working with the Executive Headteacher, set targets for improvement and develop systems to achieve these.
- Developing more personalised learning programmes to ensure that all pupils achieve high standards and make progress.
- Taking responsibility for the pastoral care of pupils in the school, promoting self-discipline and good behaviour at all times, in accordance with school policies.
- Taking responsibility for the development and monitoring of the curriculum provision throughout the school, liaising appropriately with Subject Leaders, support teams and class teachers.
- Lead at least one core subject across the school.
- Support the monitoring and evaluation of teaching and learning across the school in order to identify and act on areas for improvement.

Leading and Managing Staff

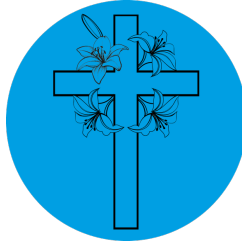
- Working with the Executive Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement.
- Create, maintain and enhance effective relationships.
- Support the performance management process as required and use the process to develop personal and professional effectiveness.
- Have an active commitment to CPD and lead by example.

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Efficient and effective deployment of staff resources

- In consultation with, and by the direction of the Executive Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plans and financial context.

Accountability

- Supporting the Executive Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.

Safeguarding

- Take on the role of Designated Safeguarding Lead

Specific Duties

To work with the Headteacher and Governing Body to:

- (i) Contribute to a positive ethos for learning.
- (ii) Overtly promote the values and achievements of the school to the community.
- (iii) Promote and secure a range of high quality extra-curricular activities within the school.
- (iv) Undertake such reasonable activities as the Executive Headteacher and Governors may, from time to time require.
- (v) Deputise for the Executive Headteacher in their absence.

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