

St. Michael's CE Primary School

Job Description and Specification -

Deputy Headteacher



St Michael's Church of England Primary School. This is an exciting opportunity to join a vibrant and welcoming community rooted in Christian faith and dedicated to the academic, personal, and spiritual flourishing of every child.

We are seeking a dedicated and experienced leader to join our team, someone who is committed to upholding and actively promoting our Christian ethos. While experience within a Church of England school is not essential, we are looking for a candidate who shares our passion for providing an inclusive, values-driven education where every child is nurtured and encouraged to achieve their fullest potential.

This role requires a leader with:

- A strong track record of outstanding teaching and leadership.
- The ability to inspire and empower pupils and staff alike.
- A commitment to developing a culture of high expectations and continuous improvement.
- The skills to support the Headteacher in delivering strategic goals and raising standards across the school.

As Deputy Headteacher, you will play a pivotal role in shaping the future of our school, ensuring that our vision, values, and ethos are embedded in every aspect of school life. This is an opportunity to work closely with a dedicated team of staff, supportive families, and an engaged community to build on our successes and continue to serve our pupils with humility, gentleness, and compassion.

St Michael's is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently underrepresented in our workforce; we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

Our school is committed to safeguarding and promoting the welfare of children, and we rigorously apply safer recruitment practices to ensure that only individuals with the highest standards of integrity and intent join our team. This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore subject to an enhanced DBS certificate.

If you are an experienced and passionate professional with the drive and commitment to make a significant impact, we would love to hear from you.

Closing Date for applications: 24th February 2025 Midday

Short listing: Wednesday 26th February 2025

Interviews and Observations: Tuesday 4th March 2025

Required for: September 2025

Please note that we only consider applications made on the **SDBE Application Form** – click this link [SDBE Application Form](#). Download this form, complete your application and return it to info@stmichaels.wandsworth.sch.uk

Job Description

Job Title: Deputy Headteacher

Responsible To: The Headteacher

Salary: L12 - L16 £74,702 - £81,577

Contract: Permanent

DEPUTY HEADTEACHER ROLE

- To take responsibility for Outcomes (progress and attainment, assessment and reporting), CPD and Training of all staff, Collective Worship, Behaviour and Attitudes, Pupil Leadership.
- As a member of the SLT/SLMT and as Deputy Head ensure that the school is prepared for the SIAMS Inspection and that the school's distinctive Christian nature is clearly celebrated.
- Work in partnership with the Headteacher planning the legacy framework for leadership.
- To support the Headteacher throughout with all matters relating to leading the school forward.
- This job description describes in general terms the normal duties, which the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or the grade.

Duties and Responsibilities

Teaching

- Planning, preparation, evaluation, modification of individual teaching processes according to the National Curriculum, in line with the school's policies.
- Meeting the varied needs of individual pupils.
- Selecting appropriate resources and making these accessible to pupils.
- Maintaining regular records of individuals' experience and achievement and reporting to parents as required.
- Work in partnership with the teachers to ensure that standards, expectations and progress remains at the forefront of all that is done.
- Begin to develop coaching partnerships across the school to promote excellence in teaching and learning.
- Be a 'leading learner' in the school; to initiate new ideas and encourage developments in the curriculum and teaching methods with particular reference to the further embedding of the Growth Mindset initiatives.

Curriculum

- Construct, develop, monitor and review, with the Headteacher, the specific aspects of curriculum delegated by the Headteacher.
- In partnership with the Assistant Headteachers, have an overview of the Quality of Education, ensuring all subjects under this umbrella are developed across the school.
- In partnership with the Assistant Headteachers, continue to lead a review of the whole school curriculum to develop the learning environment and teaching methods to secure more effective, creative, purposeful and enjoyable learning across the whole school with particular reference to the Growth Mindset initiatives.
- Establish and manage strategic development partnerships with other schools to help with developing the creative curriculum, extending opportunities for learners and sharing ideas and practice to promote excellence in teaching and learning.

Assessment

- Have an effective understanding of assessment procedures, be able to lead on this as an area for development within the Senior Leadership Team and to monitor the use of assessment, record keeping, reporting, tracking and target setting to ensure pupil progress.

School Policies

- Assist the Headteacher and Assistant Headteachers to formulate School policies and to devise strategies for their implementation in accordance with the School's Mission Statement, the requirements of the DfE, LA and the Board of Governors.

Staff

- Take a lead in reviewing the practice of a section of the teaching Staff; and to advise on target setting.
- Act as a Reviewer in the Performance Management process as delegated by the Headteacher and in accordance with the Appraisal Policy.

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- Support the induction of new staff.
 - Ensure that supply teachers have the information they require and to monitor teaching standards of supply teachers so that the school obtains value for money.

Finance & Resources

- Assist the Headteacher in monitoring and controlling the allocation and use of school resources, so that spending priorities are in line with the school's targets.
- Ensure the economical and orderly use of all shared resources

Leadership and Management

- Ensure effectiveness of delegated routines and systems for the day-to-day management of the school.
- Establish efficient communication concerning all matters for which responsibility is delegated so that the Headteacher and all appropriate personnel are informed and/or consulted.
- Ensure that there is effective liaison between the Assistant Headteachers, Phase Leaders and other School Managers to ensure the quality and continuity of learning experiences for all pupils; and to develop clear understanding of the teaching and learning continuum across the phases.
- Ensure there is effective liaison with, and understanding of, the preceding/succeeding education continuum from and into which our children move.
- Maintain and develop strong relationships with Parents and wider community as part of the Community Cohesion aspect of school life.

Whole-school organisation, strategy and development

- Working closely with teaching and support staff in the development and delivery of the curriculum, and pastoral work of the school.
- Attending relevant courses to support individual professional development and the school's needs.
- Relating to and communicating with parents, and encouraging their active participation in education.
- Participating in general, curricular and policy-making meetings.

Self-Review and Evaluation:

Take a leading role in the Self Review & Evaluation of the school by:

- Reviewing standards of teaching, analysis of pupil attainment and achievement data and the subsequent formulation of school improvement targets;
- Take a lead role in evaluating school improvement targets and account for attainment and achievement.
- To assist with the standards and expectations in attainment and achievement;
- Ensuring that the Inspection Sources and documentation is up to date at all times and the Inspection SEF school documents are a well-informed document for the school.
- Ensuring that the whole school staff are aware of the expectations of Inspection and be a critical, challenging colleague to ensure that the school fulfils all of the descriptors as outlined in the Ofsted and SIAMS frameworks.

Managerial Objectives

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- Ensure your role as one of the named deputy designated safeguarding leads is fulfilled and that you are fully compliant in your role and responsibility as outlined in Keeping Children Safe in Education.
 - Ensure that confidentiality is maintained without exception.
 - Deputise for the Headteacher as and when required.
 - To be responsible for the day to day running of the school.
 - To draft policies on behalf of the Headteacher.
 - Assist the Headteacher in the effective management and organisation of the school.
 - Be a member of the Senior Leadership Team (SLT) and involved in regular discussion with the Headteacher on planning, curriculum and administrative matters.
 - Ensure high standards and expectations are maintained and that the school will be ready for any possible Inspection that could take place and complete any work related to the Inspection process.
 - Work with the Headteacher to develop and implement the School Development Plan and the priorities outlined within it.
 - Maintain the monitoring procedures, both curriculum and teaching and learning across the school.
 - Prepare Leadership and Management documents in readiness for presentation to staff and Governors.
 - Lead and manage the school's approach to behaviour management and positive attitudes working in consultation with the class teacher/staff and offer support on disciplinary issues as set out in the school's behaviour policy.
 - Be responsible for the organisation of the main timetable and any cover arrangements needed to ensure the smooth running of the school day.
 - Prepare/be aware of the arrangements for the School Journey in 2024/5.
 - Act as a Coach/Mentor to staff and provide leadership to Staff as an outstanding classroom teacher.
 - Strive to make our Mission & Vision Statements a reality.
 - Ensure that a high standard of education is always maintained for all children and that suitable educational programmes are developed and regularly reviewed.
 - Actively contribute to the school's self-evaluation strategy to ensure the transfer of policy to practice.
 - Provide support and guidance to all Staff in the execution of their duties.
 - Ensure the consistent implementation of the school's pastoral care policies so that all pupils are well supported in personal, social, moral and spiritual development.

Personal Professional Objectives:

- Engage in relevant, personal, professional improvement to ensure the continuing updating of the management knowledge and expertise required for the effective discharge of the responsibilities of this post.
- To undertake such other duties as may from time to time be reasonably required by the Headteacher and to delegate tasks to other School Managers as necessary.
- To pursue your own professional development and staff development as and when necessary.
- Attend appropriate INSET and inform colleagues of current initiatives.

Person Specification

Requirements (Essential unless otherwise stated)	Assessed at each stage	
	Application	Interview
Qualifications and Experience		
1. Degree and Qualified Teacher Status	X	
2. NPQH or working towards this or evidence of other successful professional study	X	
3. Proven commitment to continued professional development	X	X
4. Evidence of dynamic and inspirational leadership in a primary school	X	X
Skills and Knowledge		
5. Demonstrate a commitment to maintaining the Christian ethos of the school	X	X
6. Understand the legal framework within which a church school operates, including national policy, curriculum developments, the OFSTED inspection framework and Safeguarding practices and procedures	X	X
7. Ability to identify and evaluate data critical to the assessment of the school's performance and take appropriate action in the best interests of the school	X	X
8. Experience of effective financial planning, budgetary management and the use of resources to achieve the school's objectives	X	X
9. Understanding of the principles of excellence in teaching, learning and assessment	X	X
10. Knowledge and understanding of how to provide a broad and balanced education and the widest range of opportunities for ALL pupils to enable them to achieve their full potential	X	X
11. Ability to maintain high levels of behaviour to support children's learning and social and emotional development	X	X
12. Experience of leading high performing teams and maintaining effective personal relationships	X	

13. Experience of working with and creating learning partnerships and networks	x	
Leadership Skills		
14. Ability to demonstrate commitment to safeguarding and promoting the welfare of children, ensuring that all members of the school community share that commitment	x	x
15. Experience and ability to develop and communicate a clear strategic vision for the future development of the school in consultation with other stakeholders	x	x
16. Experience of delivering the principles and strategies of whole school improvement by initiating, implementing and evaluating change and development	x	x
17. Ability to manage, motivate and support individuals and teams effectively showing commitment to accountability for pupil outcomes - this will include Performance Management of staff	x	
18. Ability to build and maintain effective relationships with parents, carers, partners, and the community	x	
19. Ability to lead in a joyful, caring and highly effective manner	x	
Personal Qualities		
20. High expectations of yourself and the staff team	x	x
21. Strong presentation in public and private speaking and writing skills	x	x
22. Excellent communicator with effective listening skills		x
23. Courage and ability to tackle difficult issues, to avoid defensiveness and to convey outcomes clearly and sensitively	x	x
24. Calm and organised under pressure	x	x
25. Caring and supportive of pupils and staff	x	x
26. A positive outlook on life	x	x
27. A genuine desire to work with children, staff and parents to affect the best possible outcomes for each child in your care	x	x

If you think you can fulfil the job description and would like the opportunity to develop professionally and enjoy teaching children, St. Michael's is the school for you.

We warmly invite you to visit our school to see firsthand what makes St Michael's such a special place to learn and work. Visits are encouraged so please contact us by phone or email to arrange a tour.

Telephone No: 0208 874 7786

Email: info@stmichaels.wandsworth.sch.uk

Find out more about us on our school website: www.stmichaels.wandsworth.sch.uk