



The Chandler Church of England Junior School

Deputy Headteacher - Job Description

Leadership Pay Range L6-L10 (£60,001 - £66,120)

The exact details of the job description will be negotiated so as to utilise the specific strengths and skills of the successful candidate to the benefit of the school.

Main purpose

The Deputy Headteacher, in partnership with the Headteacher, will play a lead role in:

- Promoting the Christian foundation of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Leading staff and managing resources to achieve these aims and objectives
- Monitoring progress towards the achievement of the school's aims and objectives
- Safeguarding the welfare of all pupils and staff in the school
- The day to day running of the school
- Setting an example in professional conduct and practice to all staff

The Deputy Headteacher will deputise for the Headteacher in his absence fulfilling the professional responsibilities of a Headteacher as set out in the School Teachers Pay and Conditions Document (STPCD).

Qualities

The Deputy Headteacher will:

- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct

Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher, the Deputy Headteacher will:

- Work alongside the Senior Leadership Team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life



The Chandler Church of England Junior School

- 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
- Use consistent and fair approaches, rooted in the school's Behaviour Policy, to ensure high standards of behaviour from pupils, as clearly demonstrated by all adults in school.
- Support the school's Christian foundation
- Promote the school's vision of Every Light Shining to all members of the school community

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Deputy Headteacher will:

- Promote the school's philosophical approach to teaching and learning
- Sustain high-quality teaching across all subjects and throughout the school
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured, coherent and philosophically minded curriculum
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure that school leaders are well informed about assessment outcomes
- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities

Organisational management and school improvement

With the Headteacher, the Deputy Headteacher will:

- Assist in establishing and sustaining 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 our duty of care
- Manage staff with due attention to workload
- 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
- Oversee and lead the organisation of educational visits
- Ensure rigorous approaches to identifying, managing and mitigating risk



The Chandler Church of England Junior School

Professional development

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure staff have access to appropriate, high quality professional development opportunities
- Keep up to date with developments in education
- Ensure that student and Early Career Teachers are well supported and provided with appropriate support, mentoring and leadership, leading to success.
- 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 especially Godalming Learning Partnership
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

We offer:

- The opportunity to work with happy, motivated children and staff
- A strong, supportive and inclusive school ethos
- Supportive parents and governors
- Opportunities for personal, professional development towards Headship
- Scope and flexibility to make a real difference to the continued development of our school
- A truly wonderful, committed and hardworking team
- And a great school to work in.

"Pupils are proud to welcome visitors to their happy and caring school. From the playground to the classroom, the atmosphere is friendly, warm and positive."
OfSTED 2023

The Chandler Junior School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.