

The King's Church of England Primary School

Cumberland Road, Kew, Richmond, TW9 3HJ

Telephone: 020 8940 3580

Headteacher: Ms Karen Verge

www.kings.richmond.sch.uk

email: info@kings.richmond.sch.uk



JOB TITLE: Deputy Headteacher (DHT)

GRADE: L10-14

JOB PURPOSE:

The DHT is responsible for assisting the Headteacher to lead and manage the school to achieve its vision priorities, through excellent education that inspires and encourages pupils and the entire school community.

RESPONSIBLE TO: Headteacher

MAIN ROLES AND RESPONSIBILITIES:

Strategic Direction and Development of the School

- In the absence of the Headteacher undertake their professional duties.
- In partnership with the Headteacher and Leadership Team to share in the leadership of the school.
- Work with the Headteacher and Leadership team in developing and maintaining a high morale and confidence amongst staff.
- Work with the Headteacher on the appointment of staff and to complete their appraisal/performance management.
- Work with the Headteacher on negotiated areas of whole school management.
- Work within the Leadership Team to present an accurate and coherent account of the school's performance to a range of audiences, enabling them to play their part effectively.
- Ensure your own continuing professional development and to contribute to the professional development of all the staff.
- Support the vision of the school and share pride in the school's success.
- Lead staff in preparing and developing policy documentation.
- Develop and implement policies and practices that reflect the school's commitment to high achievement and effective teaching and learning.
- Review and adapt school policy to incorporate any new requirements.
- Analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods.
- Monitor the progress made in achieving action plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
- Work with the leadership team to ensure all children make expected progress and ensure that interventions have the appropriate impact.
- Attend SLT meetings and contribute to whole school development.
- Ensure clear communication between all stakeholders.
- Organisational management including the oversight of timetabling
- Work with governors to support them in their oversight role

*Encouraging every child to reach their full potential, nurtured and supported
in a Christian community that lives and learns by the values of Love, Compassion and Respect*



The King's Church of England Primary School

Leading and Managing Staff

- Sustain own motivation and that of other staff by demonstrating professional behaviour at all times.
- Establish clear expectations and constructive working relationships among staff involved.
- Lead professional development of colleagues through example and support, and co-ordinate the provision of high quality professional development.
- Lead on curriculum development and supporting Subject Leaders in leading their curriculum area
- Lead the Assessment process alongside the Headteacher throughout the school.
- Act as Learning and Teaching Lead, monitoring the curriculum and leading on CPD.

Inclusion

- Embody the school's commitment to inclusion and equal opportunities in all that you do
- Ensure that the school complies with all relevant legislation with respect to equal opportunities.
- Work with SENDCo to encourage all colleagues to recognise and fulfil their statutory responsibilities to pupils with Special Educational Needs (SEN), English as an Additional Language (EAL) and specific pupil groups.
- Work with staff to ensure realistic expectations of behaviour and achievement are set for all pupils.
- Monitor the effectiveness of learning and teaching activities and support in meeting the needs of all children and help create and maintain an accessible and inclusive learning environment.

Learning and Teaching

- Lead on learning and teaching across the school.
- Oversight of a curriculum-based school priority.
- Demonstrate consistently good or above teaching for all colleagues.
- Encourage a culture of shared responsibility for learning between staff and pupils, regularly monitoring and evaluating progress.
- Provide coaching and mentoring for staff as and when appropriate.
- Ensure that all children who are admitted to the school are appropriately inducted and supported and that an early and accurate assessment of their levels of achievement and learning needs is obtained and shared with the class teacher and support staff.

Values

- Put children at the heart of all you do.
- Support and build on the school's strong, inclusive Christian Ethos, maintain strong links to the Parish Churches, promoting spiritual life and worship at the school and encouraging richness and diversity ensuring that individuals feel valued, and encouraging personal endeavour and responsibility.
- Foster and promote a sense of community within the school, including relationships with and between the children, staff, parents and carers.
- Encourage strong relationships with the wider community.
- Support and promote the work of the Parent Staff Association.

*Encouraging every child to reach their full potential, nurtured and supported
in a Christian community that lives and learns by the values of Love, Compassion and Respect*

The King's Church of England Primary School

Safeguarding and equality

- Uphold equality of opportunity as being central to all school activities, identifying and addressing any barriers to a positive experience of school life.
- Foster an open, fair and equitable culture, leading by example.
- Have a thorough knowledge of all relevant safeguarding policy and procedures and have a firm commitment to ensuring best practice throughout the school.
- Use effective strategies and procedures for staff recruitment and induction.
- Be a Designated Safeguarding Lead (DSL) for Child Protection in the school and take lead responsibility for safeguarding and child protection. The full description of the following points are detailed in the school's Child Protection policy on the school's website and includes:
 - Managing referrals
 - Working with other agencies
 - Undertaking formal training carried out every two years
 - Raising awareness of safeguarding
 - Be aware of and support difference and ensure equal opportunities for all.

*Encouraging every child to reach their full potential, nurtured and supported
in a Christian community that lives and learns by the values of Love, Compassion and Respect*