



THE PRIORY  
CHURCH OF ENGLAND PRIMARY SCHOOL

**The Priory Church of England Primary School**

**Post Title: Deputy Headteacher**

**Grade: L11 - L14**

**Responsible to: The Headteacher**

**Start Date: 1<sup>st</sup> September 2021**

**Purpose of Role**

- To provide inspirational, dynamic and effective support to the leadership of the school by seeking to achieve the highest standards of staff performance, pupil achievement, pupil conduct; improving the quality of teaching and learning and ensuring the effective daily operation of the school.
- To support the Headteacher in carrying out their responsibilities and to carry out duties as assigned by the Headteacher
- If the headteacher is absent from the school a deputy headteacher must undertake their professional duties to the extent required by the headteacher or the relevant body
- As a leading professional, the post holder will actively promote effective teaching and learning practices across the school
- Take a lead role in the monitoring and evaluation of standards across the school
- To ensure that the work and successes of the school are shared effectively through the school communications channels
- To promote the Christian ethos and vision of the school at all times

**Main responsibilities**

*Strategic Direction*

- Formulating and supporting the aims, ethos, vision and policies of the school
- Analysis, moderation and presentation of performance data
- Developing positive working relationships and sustaining motivation across the school
- To co-lead the strategic direction of the school and provide the vision and leadership that will secure strong progress and outcomes for its pupils. Develop, implement, monitor and maintain policies and practices which reflect the school's commitment to high achievement

- To provide strong and effective co-leadership that inspires staff at all levels to give of their best
- To establish and maintain a strong school ethos (Achievement for All, Guided by God) that encourages ambition and aspiration and celebrates success
- To foster relationships both within the school and within the wider community

### *Teaching and Learning*

- Undertake lesson observations and evaluations in conjunction with the Headteacher and other leaders within the school.
- Take a lead role in supporting the monitoring and evaluation of teaching and learning across the school.
- Contributing to the completion of the SEF, the SIP and the development of plans to raise attainment.
- Work with colleagues to promote and uphold the Behaviour Policy and to sustain outstanding outcomes in this area.
- To lead, monitor and evaluate the quality of teaching and pupil achievement
- To oversee the development and monitoring of the curriculum so that it provides an increasingly differentiated experience for pupils as they move through the school
- Ensure high standards of behaviour and attendance
- Ensure that colleagues at all levels have the skills to carry out their roles and hold them effectively to account for achieving high standards
- To promote school initiatives such as the Growth Mindset (4Rs) and the Achievement for All, Guided by God vision of the school
- To participate in planning and delivering Collective Worship
- To undertake other tasks directed by the headteacher depending on the needs of the school.

### *Leading and Management of Staff:*

- To act as a joint Designated Safeguarding Officer with the Headteacher and Assistant Headteacher.
- Make effective use of staff expertise and assist the Headteacher in the performance management and development of staff
- Plan, delegate and evaluate work carried out by subject leaders, and ensure a consistent approach across the school
- Promote a creative and collaborative working environment.
- Create, maintain and enhance effective relationships.
- Lead groups and support colleagues in staff development activities and evaluate the outcomes of these.
- Have an active commitment to CPD and lead by example in this area.

### *Resource management*

- Identify resources needed to meet the needs of pupils with advice from the Headteacher/Governing Body of priorities for expenditure.

- Monitor and control the use of these resources with the Headteacher and School Business Manager.
- In addition, during the absence of the Headteacher the post holder will undertake to the extent required by the Headteacher or the Governing Body, the professional duties of the Headteacher to ensure the effective day-to-day management of the school.

#### *Community and Partnership*

- To work alongside other schools within the cluster, Merton Local Authority and Southwark Diocese Board of Education on joint projects including moderation.
- To secure the commitment of parents/carers and the wider community to the vision and direction of the school
- To ensure that the school acts as a resource for the whole community

#### *Accountability*

- To support the Headteacher on the development of a whole school approach to monitoring and performance management
- To support the Headteacher on the preparation of the school and staff for Ofsted, SIAMs and other inspections
- To ensure in conjunction with the Headteacher the school puts in place and follows a robust plan to maintain the current Ofsted and SIAMs grading with the aspiration to improve.
- To guide the work of the school's local governing body in conjunction with the Headteacher
- To ensure compliance with Teaching Standards, School Teachers Pay and Conditions Document, the SEN Code of Practice, GDPR and other relevant legislation as well as the school's own policies.