**THORPEDENE PRIMARY SCHOOL**

**DEPUTY HEADTEACHER**

**JOB DESCRIPTION**

**Responsible to:** Headteacher

**Salary:** L12 - 16

**Full time/ Part time:** Full time/Permanent

**Core Purpose**

The Deputy Headteacher, working with the Headteacher, Academy Committee, Leadership Team and school staff, will play a major strategic leadership and operational role in the success of the children and staff of Thorpedene Primary School and Nursery.

**Principal Accountabilities:**

* Work with the Headteacher in creating and communicating a strategic vision
* Participate in rigorous self-evaluation of the school and use this evaluation to set realistic but challenging targets as part of school improvement
* To be involved in the review, writing and implementation of the Academy Improvement Plan
* Undertake a range of leadership and management roles and responsibilities as agreed with the Headteacher
* Deputise for the Headteacher as required
* Support the Headteacher in managing staff and resources
* Work collaboratively within the leadership team to create, implement and review whole school policies and procedure
* Adopt a high profile amongst staff and children, promoting high expectations and achievements
* Promote and safeguard the safety and welfare of the children and staff
* Participate in and lead professional activities for staff
* Be a leading classroom practitioner; inspire and motivate other teachers
* Offer behaviour management support and advice to colleagues as and when necessary
* Share, with other members of the leadership team, line management responsibilities for middle leaders and other staff within the school
* Keep abreast of educational and pedagogical developments and evaluate new approaches
* Keep colleagues informed of professional developments by disseminating information
* Keep the Headteacher fully informed on all matters relating to the post holder’s particular responsibilities
* Liaise with other schools both within and outside of SECAT and agencies where necessary
* Liaise with parents and promote parental and community interests and understanding
* Act as a coach and mentor for staff, including where performance is unsatisfactory
* Provide oral and written reports for the Leadership Team, Academy Committee, Trustees and LA partners
* Play an active part in pupil behaviour management and support procedures within the school
* Liaise with the parents of children whose behaviour, academic performance or welfare is causing concern
* Undertake any other duties, which the Headteacher may reasonably request.

**An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement.**

**Deputy Headteacher (print name): ………………………………………………………………**

**Signature: ……………………………………… Date: ………………………………………**

**Headteacher (print name): ……………………………………………………….**

**Signature: ……………………………………… Date: ………………………………………**

**DEPUTY HEADTEACHER**

**THORPEDENE PRIMARY SCHOOL**

**PERSON SPECIFICATION**

This should be read in conjunction with the Job Description.

The Person Specification sets out the elements of the Deputy Headteacher role the Trust deems important for this post.

**Key: A = Application; I = Interview; R = References**

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| **Requirement** | **Essential** | **Desirable** |  |
| **Qualification** | * Evidence of continuing professional development * Qualified Teacher status | * NPQH | **A** |
| **Experience** | * Experience across the primary age range * Evidence of substantial and impactful leadership with experience in more than one key stage * Good knowledge of how the curriculum drives outcomes from early years onwards * Understanding of current SEND procedures and practice * Evidence of successful classroom teaching * Competent ICT skills and knowledge * A good understanding of the role of Ofsted and the recent changes within the Inspection Framework * Evidence of involvement in designing school improvement plans, checking on impact | * Liaison with external agencies * Experience of working within a MAT * Understanding of multiple key stages | **A, I & R** |
| **Leadership and Management** | * Clear understanding of the strategic role Deputy Headteachers play in driving school improvement within a successful MAT * Experience of influencing strategic planning within senior leadership * Understanding of and ability to look at the ‘bigger picture’ * Ability to initiate and manage change sensitively in pursuit of strategic objectives * A clear vision of excellence in education * Evidence of ability to raise educational outcomes and a commitment to high standards of achievement * Understanding of the strategic role of the Academy Committee and ability to work effectively with the governors who make up this committee * Ability to lead by example and inspire pupils and staff to achieve positive results * Ability to delegate, monitor and effectively evaluate information in a variety of forms * Evidence of good working relationships with parents and the wider school community * Experience and successful use of Performance Management to support improvement * Commitment to the continuing professional development of all staff * Clear understanding of safeguarding and an up-to-date knowledge of Child Protection procedures * Understanding of GDPR |  | **A, I & R** |
| **Knowledge and Skills/Teaching and Learning** | * Clear understanding of what is effective teaching and how this positively impacts the learning of children from different backgrounds * A high regard for the personal achievement of every child emotionally and academically * Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation * Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these * Commitment to inclusion and equality of access to educational provision for all children * A good understanding of consistent approaches to behaviour management | * Innovative and creative approach to teaching and learning * Experience of working within more than one key stage | **A, I & R** |
| **Personal Qualities** | * Someone who thinks ‘outside of the box’ * Strong interpersonal and communication skills displaying confidence and transparency * Clarity of thinking enabling effective decision-making * Resilient, emotionally intelligent * Desire to promote respect between children, staff, parents, governors, and all MAT staff * Has high expectations of both self and others * A well-organised person, able to manage time effectively, to prioritise and to meet school, MAT, and external deadlines * Ability to recognise staff strengths and delegate accordingly * Ability to build, support and work as part of a high performing team * A sense of humour |  | **A, I & R** |