**Topcliffe Primary School**

**Job Title/Post**: Deputy Headteacher (Mainstream) Group 2

**Salary:** Leadership Scale Starting at L8

**Responsible to:** The Headteacher

**Job Purpose:**

The successful post holder will work with the HT and existing senior leadership team to enable and empower both staff and children to achieve the highest academic potential. The post holder will be required to inspire, motivate and support staff in the delivery of approaches to teaching and learning, innovative curriculum development and to ensure the wellbeing and safety of our school community is of paramount importance. The post holder will be expected to take the lead and deliver the high expectations outlined by the HT and Governors in line with the school’s strong values and ethos of being: Healthy, Aspirational, Resilient, Respectful and Independent.

**To this end the Deputy Headteacher will:**

* Be an active member of the senior leadership team, school and MAT
* Assist the HT in managing the school
* Support and represent (in absence) of the HT at meetings as and when required
* Work within and promote the school’s ethos, vision and values
* Ensure a culture of staff professionalism
* Work within the consistent rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
* Support the continued development of community partnerships with parents and the local community

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

**Leadership:**

* Assume responsibility for the management of the school in the absence of the HT;
* Support the HT in providing a clear direction for the development of the school;
* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care.
* Play an active role in the implementation, development and review of whole school policies which promote the school's values, aims and objectives;
* Attend meetings, and provide feedback to SLT, staff, Governors where appropriate
* Establish good relationships, encourage good working practices and support and lead teachers;
* Lead, support, motivate and direct support staff working within all Key Stages, including supporting staff working within the resource base classes;
* Support staff to work collaboratively with colleagues within the school, MAT and local authority
* Liaise with the Governors, when appropriate, to facilitate their overview of school management;
* Manage the resources for a specific subject area or a whole school aspect.

**Learning, Teaching and Curriculum:**

* Establish and sustain high-quality teaching across all subjects and phases, utilising evidence-based practice;
* Promote and encourage creativity and innovation pedagogy;
* Effectively use formative assessment to inform strategy and decisions;
* Lead further work on developing curriculum leadership, including supporting subject leaders with relevant expertise and access to professional networks and communities;
* Work with curriculum leaders to ensure children receive an exciting, broad and progressive curriculum with a focus on development of knowledge, skills and understanding;
* Work with the assessment lead to ensure valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum are used;
* Work effectively with senior leaders to monitor progress and attainment and implement intervention programmes;
* Liaise closely with the DHT and SENCo team to support the development of teaching and curriculum within our resource base provisions.

**People and Relationships:**

* Support leadership to sustain effective, positive relationships with all staff, pupils, parents and governors, the local community and the MAT;
* To work within the school behaviour policy and maintain the school’s consistent approach to supporting and managing behaviour;
* Embody and promote the school’s values and ethos to support pupils in developing the skills, attitudes and values which will serve them well for the future
* Manage innovation and change effectively;
* Develop effective and supportive working relationships with colleagues within the school and MAT.

**Professional Development:**

* Ensure staff have access to appropriate, high standard professional development opportunities
* Keep up to date with developments in education
* Seek training and continuing professional development to meet needs
* To act as a coach for the school professional growth
* Lead the professional development of staff through example, coaching peer support and target setting;
* Contribute to the audit of staff development and training needs and the provision of effective INSET.

**Other Duties and Responsibilities:**

* Fulfil a teaching commitment as part of this role;
* Complete and review annual timetabling and rotas;
* Be responsible for promoting and safeguarding the welfare of children for whom he/she is responsible or comes into contact;
* To act as a Deputy DSL;
* Any other reasonable duties and responsibilities commensurate with the post that the HT directs.

To be accountable at all times to the Headteacher

The Deputy Headteacher would also be expected to adhere to the responsibilities of a class teacher as described in the Class Teacher job description.

***This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.***

***Elements of this job description and changes to it may be negotiated at the request of either.***

**Conditions of Service**

Governed by the National Agreement on Teachers’ Pay and Conditions, supplemented by local conditions as agreed by the governors.

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written

permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council’s Equal Opportunities Policies.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Postholder)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_