

Deputy Head Teacher

Grade: L7 - 12

Main Role:

Support the head teacher in leading the school

Lead on Curriculum, Teaching and Learning and Assessment

Take responsibility in the absence of the head teacher

Take on some teaching commitments

Key areas of Responsibility

Strategic Direction and Development of the School	• To assist the head teacher in shaping the vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement • To play a significant role in setting aims and objectives for the school and in formulating the School Development Plan along with the head teacher, governors and other senior staff and taking responsibility for aspects of the plan • To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the head teacher • To assist the head teacher in school self-evaluation and in the effective planning and management of resources to secure improvements, identifying priorities for development and analysing impact
Teaching and Learning	• Be an 'outstanding' role model and act as a leading classroom practitioner, inspiring and motivating other staff • Be responsible for developing and monitoring the curriculum throughout the school • Working with the Leadership Team and head teacher to sustain high expectations and outstanding practice in teaching and learning throughout the school • Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for school improvement, giving developmental feedback to staff and disseminating information about attainment and progress to staff and governors • To work with other members of staff to raise pupil's standards of achievement and to evaluate practice • Support the head teacher in developing a learning environment which helps pupils develop study skills, independence and fosters a love of learning Promote the development of a collaborative and inclusive culture and climate

Leading and Managing Staff	• Work with the head teacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development • To be an exemplar of all school policies and practices • To support the head teacher to lead in Performance Management of all teaching staff • Work with the head teacher to deliver an appropriate programme of professional development for all staff in line with the school development plan and performance management • In consultation with, and by the direction of the head teacher, deploy people and resources efficiently and effectively i.e. timetables, deployment of HLTA's and supply staff • Foster and promote positive working relationships with and between all staff and pupils
Accountability	• Supporting the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders • Promote and protect the health and safety welfare of pupils and staff • Take responsibility for promoting and safeguarding the welfare of children and young people within the school, potentially fulfilling the role of DDSL
Specific Responsibilities	• Deputise for the head teacher in her absence. • Take a major role in the day-to-day running of the school, attending meetings and leading them as required • Contribute to a positive ethos for learning • Provide an exciting, stimulating and creative curriculum • Promote the values and achievements of the school to the community • Support the head teacher and Governors in annual budget planning and monitoring • To take whole school assemblies when required • Demonstrate the Christian ethos of the school • Lead on the induction process for new staff
General	• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • Promote effective partnerships, and enhance the school's status and reputation, with parents and the wider community

Essential	Desirable
Qualifications	
• Qualified Teacher status • Degree or equivalent • Evidence of further professional development	• Leadership qualification such as an NPQSL or NPQH • Relevant additional qualifications or training • DSL or DDSL qualification
Experience	
• Teaching experience of KS2 • Substantial knowledge and understanding of teaching and learning at KS2 • Recent experience of working successfully as a senior or middle leader in a school • Leadership of a significant area or phase with responsibility for raising standards and contributing to self-evaluation and school improvement • Giving feedback • Working collaboratively with all stakeholders	• Teaching experience of other key stages or in more than one school • Teaching experience in a school with a Resource Base • Recent experience of Ofsted (or other internal) inspection at leadership level • Staff recruitment (including Safer Recruitment training) • Experience in a school experiencing challenges • Transition between Infant and Junior Schools • ECT mentor/ tutor
Knowledge	
• A clear understanding of the essential qualities necessary for effective teaching and learning. • The principles of effective assessment for learning. • Knowledge and understanding of data analysis and the ability to use data to set targets for improvement. • Up to date knowledge & understanding of the current national education agenda. • Secure knowledge of current safeguarding and child protection procedures • Secure knowledge and understanding of supporting a range of special needs	• Knowledge of the Ofsted inspection and framework • Knowledge of the local school landscape • Knowledge of when and how to seek support for specific issues • Knowledge of the SEND Code of Practice and associated documentation
Skills and abilities	
• Deputise for the head teacher confidently • Demonstrate outstanding practice. • Analyse data, evaluate pupil progress and plan an appropriate course of action for whole school improvement. • Inspire, challenge, motivate and empower others to carry the vision forward.	• Use a range of media to promote and champion the school • Confident and competent in the use of IT • Leading appraisals

• Lead and manage people to work towards common goals, providing both support and challenge • Ability to investigate, resolve problems and make decisions. • Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate). • Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education. • Expecting and facilitating all children to reach their potential irrespective of social background. • Ability to manage effectively pupil behaviour and have a commitment to a high level of pastoral care. • Ability to investigate issues, resolve problems and make sound decisions • Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines.	
Personal Attributes	
• Creative, enthusiastic and proactive, keen to embrace new ideas and challenges • Energy and enthusiasm • Confidence and excellent inter-personal skills • Loyalty and confidentiality • Committed to continuing professional development for self and others • A good sense of humour • Resilience when faced with adversity • Ethical and values-driven leadership • Ambitious for self and the school	