|  |  |
| --- | --- |
| **Organisation:** | Watergrove Trust |
| **Section:** | Teaching Staff |
| **Location:** | Moorhouse Academy; You may be required to perform your duties within any of the locations of the Watergrove Trust. |
| **Job Title:** | Deputy Headteacher Leadership & KS2 |
| **Hours:** | Leadership Contract |
| **Grade:** | Leadership |
| **Grade Range:** | L7 - L11 |
| **Accountable to:** | Head of School, Moorhouse Academy |
| **Accountable for:** | Assistant Headteachers, Teachers, Associate Staff |
| **Special Conditions of Service:** | * All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment. * A full driving licence and access to a vehicle with business insurance is required. |

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**PURPOSE AND OBJECTIVES OF THE ROLE**

* The Deputy Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.
* Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
* Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.
* Monitor and support the overall progress and development of students as a teacher/ Form Tutor
* Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
* Contribute to raising standards of student attainment.

* Share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.

**Personnel**

If appropriate, any staff as directed by the Headteacher.

**Financial**

N/A

**Equipment/Materials**

To be responsible for the safe use of equipment/materials used by self, colleagues and students accountable to the post holder.

**Health/Safety/Welfare**

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust.

**Equality and Diversity**

To work in accordance with Watergrove Trust’s Policy relating to the promotion of Equality and Diversity.

**Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trust’s Appraisal Framework.

**Safeguarding**

Fulfill responsibilities and obligations in relation to the safeguarding of children.

To adhere to the Academy Trustrules and regulations relating to the use of IT, e-mail and intranet/internet access.

**Health/Safety/Welfare**

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

**Relationships (not exhaustive)**

Trust Senior Leadership Team

Wider Trust Colleagues

Headteacher(s)

Teaching Staff

Associate Staff

Visitors

Contractors

Governors /Trustees

**Organisational Chart**

|  |
| --- |
| **Head of School** |
| **Deputy Headteacher** |
| **Teaching Staff/ Associate Staff** |

**Values and Behaviours**

Our mission is to be ever **“Providing more”** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

· Coach

· Challenge

· Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

**Responsibilities**

The postholder must:

1. Perform his/her duties in accordance with the Equal Opportunities Policy.

1. Ensure that the Trust’s commitment to public service orientation and care of our customers is provided.
2. Be able to render regular and efficient service to undertake the duties of this post.

**Strategic direction and development of the school**

* Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context
* Demonstrating high standards of personal integrity, loyalty, discretion and professionalism
* Publicly supporting all decisions of the Headteacher and Governing Body
* Assisting in developing and evaluating an Equality and Community Cohesion policy and supporting inclusion across the school

**Teaching and Learning**

* Providing an example of ‘excellence’ as a leading classroom practitioner and inspiring and motivating other staff
* Working with the Senior Leadership Team and Headteacher to sustain high expectations and excellent practice in teaching and learning throughout the school
* Assessing, recording and reporting on the development, progress and attainment of pupils.
* Monitor and evaluate the quality of teaching and standards of pupil’s achievement and use benchmarks and set targets for improvement
* To be involved in mentoring other members of staff (team teaching in triads) to raise pupil’s standards of achievement and to evaluate practice
* Implementing agreed behaviour management strategies to maintain good order and discipline, and ensuring the health and safety of all pupils.

**Leading and Managing staff**

* Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development
* To lead in Appraisal of all staff and to be responsible for NQT assessments and inductions
* To lead Teaching Assistants in Performance Management and training development
* To lead and manage Inclusion and SEND

**Efficient and effective deployment of staff and resources**

* In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school’s plan and financial context i.e. cover supervision timetables, deployment of HLTA’s and supply staff and Teaching Assistant’s timetables and deployment.

**Accountability**

* Supporting the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders

**Specific Duties**

* Deputise for the Headteacher in their absence
* Take a major role in the day-to-day running of the school
* Manage core subjects and non-core subjects as per needs of the school
* 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
* Coordinate and assist in leading inspirational assemblies
* Advise on the school’s resource needs and co-ordinate these resources
* Manage the schools’ lunchtime arrangements along with other senior teachers
* Assist with the appointment and induction of new staff and provide monitoring and support for NQTs and students as necessary
* Support the Headteacher and Governors in annual budget planning and monitoring
* Attend Governors meetings as an observer and report to Governors as and when requested
* Assist in the preparation, implementation and monitoring of the School Improvement Plan
* Lead in the coordination of the Outstanding School’s internal and external environment
* Undertake such reasonable activities as the Headteacher and Governors may, require

**SECONDARY DUTIES**

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust

2. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.

3. Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate

4. To support, and participate in, team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder.

5. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.

6. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

7. The postholder's duties must at all times be carried out in compliance with the Trust’s Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, eg operate safe working practices including both mental and physical wellbeing.

c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

8. To attend and participate in meetings as required.

Job Description Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.*

|  |
| --- |
| **Watergrove Trust**  **Person Specification** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation :** | **Watergrove Trust** | **Post:** | **Deputy Headteacher Leadership & KS2** |
| **Section :** | **Teaching Staff** | **Grade:** | **L\*\* - L\*\*** |

**Note to Applicants:**

***Essential Criteria*** **(E)** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The ‘*How Identified’* column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

**Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential (E) or**  **Desirable (D)** | **How Identified:**  **AF Application Form**  **I Interview**  **A Assessment** |
| **Qualifications** | | |
| Qualified Teacher Status | **E** | **AF, certificates** |
| Post of responsibility in a school | **E** | **AF, I, check certificates** |
| Evidence of ongoing professional development | **E** | **AF, I** |
| **Skills and Experience** | | |
| An excellent primary classroom practitioner who has high expectations and is committed to raising standards | **E** | **AF, I** |
| Experience of successfully developing a core curriculum area | **E** | **AF, I** |
| Up to date knowledge of current primary education issues | **E** | **AF, I** |
| Leadership and management of learning and teaching | **E** | **AF, I** |
| Experience of leading appraisal | **D** | **AF, I** |
| An excellent primary classroom practitioner who has high expectations and is committed to raising standards | **E** | **AF, I** |
| Experience of successfully developing a core curriculum area | **E** | **AF, I** |
| Up to date knowledge of current primary education issues | **E** | **I** |
| **Knowledge and Ability** | | |
| Excellent knowledge of learning and teaching | **E** | **AF, I** |
| Use and knowledge of the impact of ICT on learning and teaching | **E** | **AF, I** |
| Good knowledge of inclusion issues | **E** | **AF, I** |
| Excellent classroom and Behaviour Management skills | **E** | **AF, I** |
| Excellent understanding of assessment and tracking | **E** | **AF, I** |
| Ability and confidence to sensitively and effectively manage change to the benefit of the school | **E** | **AF, I** |
| High level of written and oral communication skills | **E** | **AF, I** |
| The ability to work on own initiative, prioritising and managing time effectively | **E** | **AF, I** |
| Ability to set up effective working teams, develop team approaches and work as part of a team | **E** | **AF, I** |
| Knowledge of current educational issues | **E** | **AF, I** |
| Be committed to the development of self and colleagues | **E** | **AF, I** |
| Ability to take responsibility for the further development and delivery of Teaching and Learning across the school | **E** | **AF, I** |
| Ability to share responsibility with the Headteacher for target setting and the raising of standards, attainment and progress across the school. (NB: Other areas of responsibility to be agreed with the Headteacher) | **E** | **AF, I** |
| Excellent knowledge of learning and teaching | **E** | **AF, I** |
| **Specialist Knowledge** | | |
| Specialist knowledge of a core curriculum area | **E** | **AF, I** |
| Experience and successful use of assessment and data analysis to raise standards | **E** | **AF, I** |
| Experience of and successful development of assessment recording and reporting procedures | **E** | **AF, I** |
| Knowledge of raising attainment plans and target setting | **E** | **AF, I** |
| Experience of SEND provision | **D** | **AF, I** |
| Experience of Chid Protection | **D** | **AF, I** |
| **Job Related Skills** | | |
| Experience in person management | **E** | **AF, I** |
| Ability to work with staff in a positive, supportive and effective way | **E** | **AF, I** |
| Be supportive in ensuring inclusive practice | **E** | **AF, I** |
| Awareness of Inset procedure and opportunities | **D** | **AF, I** |
| **Personal Qualities** |  |  |
| Caring nature – loves children | **E** | **AF, I** |
| Highly motivated, committed and positive | **E** | **AF, I** |
| Calm when under pressure | **E** | **AF, I** |
| Can lead, manage and inspire | **E** | **AF, I** |
| Creative | **E** | **AF, I** |
| Ability to meet deadlines | **E** | **AF, I** |
| Good sense of humour | **E** | **AF, I** |
| Ability to motivate and enthuse children | **E** | **AF, I** |
| Rigorous and thorough | **E** | **AF, I** |
| Set high personal standards | **E** | **AF, I** |
| Ability to communicate with staff and outside agencies and members of the local community | **E** | **AF, I** |
| An awareness, understanding and commitment in ensuring inclusive practice | **E** | **AF, I** |
| Ability to provide practical advice to staff | **E** | **AF, I** |
| **Special Working Conditions** | | |
| From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. | **E** | **AF, I** |
| A commitment to work to involve parents, governors and the community in the work of the school. | **E** | **AF, I** |
| Commitment to some evening work and occasional weekend community activities if required | **E** |  |
| A full driving licence and access to a vehicle with business insurance is required | **E** | **AF, I** |
| There may be a requirement for you to work at any of our partnership schools as required | **E** | **AF, I** |