

Deputy Headteacher Job Description

Leadership Pay Scale - (L12 - 16)

Responsible to: - The Headteacher

Responsible for: Teaching and Learning and Inclusion

Generic Teacher Role:

To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of a member of the Senior Leadership Team and class teachers at Blue Gate Fields Infant School.

To support the school's vision and aims which underpin good practice and the raising of standards, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

Job Purpose

- To be a key member of the Senior Leadership Team, assisting in the strategic management and day to day management of the school.
- The school will expect the Deputy Head to lead by personal example in demonstrating a full and professional commitment to excellence in primary education.
- To support, hold accountable, develop and lead teaching and learning within the school (both Key stages - Foundation stage/Key stage one) in order to secure high quality learning and teaching, the effective use of resources and improved high standards of learning and achievement for all pupils within the phases.
- To liaise with the well-established Middle Leaders Team.
- To be responsible for the co-ordination, development and evaluation of SEND policy and practice across the school, in collaboration with the SLT and according to the Code of Practice.
- To be responsible for the development of alternative and additional learning opportunities for children who are experiencing difficulties in accessing mainstream learning and teaching, children with EHCPs and other vulnerable groups, liaising with parents and carers.

- To take responsibility for the operational management of all SEND staff.
- To support and develop strong working relationships with outside agencies.
- To maintain, update and oversee records of SEND support, progress and attainment and monitor the systems for identifying, assessing and reviewing SEND.
- To monitor and update children's medical needs throughout the school.
- To provide professional leadership and management of the School Improvement Plan priorities.
- To lead NQT and student mentoring.
- To carry out the role of Deputy Designated Safeguarding Lead, regularly updating safeguarding and safer recruitment training.
- To deputise for the Headteacher in her/his absence.

Responsibilities

Teaching and the Curriculum

- Demonstrate excellent practice in the core teaching skills of
 - Classroom management
 - Planning and record keeping
 - Adapt teaching to respond to the strengths and needs of all pupils
 - Delivery of the curriculum
 - Good subject and curriculum knowledge
 - Manage behaviour effectively to ensure a safe learning environment
 - Assessment
- Be responsible for the development of teaching and learning throughout the school, ensuring the curriculum is exciting, innovative and enables all children to excel at their own pace.
- To monitor teaching and learning activities to meet the needs of children with SEND.
- Inspire and motivate other staff.
- Fulfil wider professional responsibilities.

Leadership and Management

- Work in partnership with the Governors, Headteacher and Senior Leadership Team in reviewing, evaluating and agreeing priorities for the School Improvement Plan, taking responsibility for the implementation of key aspects of the plan.
- Work with the Headteacher in carrying out regular, systematic school evaluation, including lesson observations, drawing up action plans and being accountable for progress towards targets.
- Analyse data for the purpose of identifying trends, setting targets and reporting pupil progress to the Governors. Identify barriers to learning and suggest ways to address these. Monitor the progress of pupils throughout the year, identifying gaps and any underachievement.

- Manage and co-ordinate the work of the Key Stage One and Early Years leads, liaising with other members of the Senior Leadership Team to ensure an effective transition between the phases.
- With the Headteacher and members of the Senior Management Team, implement the process of Performance Management and take responsibility for own professional development. To be responsible for NQT and trainee teacher assessments and inductions.
- To be accountable for high quality planning throughout the school, ensuring that it is effective in supporting high quality teaching.
- To take key responsibility for organising cover for staff absence.
- Take a lead responsibility for safeguarding and child protection, including online safety, at the school.
- Act as a first point of contact for staff members raising safeguarding and child protection concerns.
- To promote and develop positive relationships with parents, governors, and the neighbouring Junior School.
- To lead, motivate and provide guidance, support and challenge to other members of staff in the development of their teaching, ensuring that all staff have access to appropriate professional development.
- To ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect.
- Contribute to creating a safe and welcoming learning environment.
- Promote a positive attitude towards inclusion and equal opportunities for pupils, staff and parents.
- Collaborate with other schools and organisations in order to share expertise and best practise and bring positive benefits to our own and other schools.
- Take responsibility for managing budgets, as required by the Headteacher.
- Attend Governing Body meetings when required.
- With the Headteacher and Governors, contribute to the management of the Health and Safety policy and guidelines throughout the school.
- Participate in the appointment of teaching and non-teaching staff.
- Undertake any other duties which may be reasonably requested by the Headteacher.

Communication

- Foster an ethos within the school of co-operation, collaboration and teamwork.
- Be responsible for internal communications, including organisation of the staff room and notice boards.
- To take responsibility for implementing timetables and routines which ensure the smooth running of the school.
- Supporting engagement with parents in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

Health and Safety at Work

All staff in school have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. They also have a duty under the Management of Health and Safety regulation 1999 to report any shortcomings in the employer's Health and Safety arrangements.

The successful candidate will have to meet the requirements of the person specification and will be subject to an enhanced DBS check. Only applications submitted on a Tower Hamlets application form will be considered.

Deputy Headteacher Person Specification

Qualification and Training

- DFE recognised qualified teacher status.
- Evidence of recent and relevant in-service training.
- SEND qualifications.

Experience

- A minimum of five years' successful and recent class teaching experience.
- At least four years' successful experience of leadership as a Middle or Senior leader within an Infant/Primary school.
- Be an outstanding role model and act as a leading classroom practitioner, inspiring and motivating other staff.
- Experience in working with children with SEND (effective teaching and learning styles).
- Provide an exciting, stimulating and creative curriculum.
- Experience of whole school curriculum leadership and participation in the formulation and implementation of whole school policies, leading to school improvement.
- Experience of leading and managing whole school developments in a number of areas regarding teaching and learning and raising standards of attainment and achievement.
- Experience of whole school management and participation in decision making as part of a management team.
- Experience and understanding of the school planning, monitoring, review and evaluation process.
- Experience of leading INSETs.
- Experience of working in partnership with parents and the community.
- Experience of line management.

Knowledge

- An understanding of how good learning and teaching contribute to school improvement.
- An understanding of the needs of bilingual children.
- An understanding of how young children in the Foundation Stage and Key Stage One learn.

- Up-to-date knowledge of the SEND code of practice.
- A good understanding of the requirements of transition between Key stages.
- Knowledge and awareness of recent educational developments and the legislative framework.
- Knowledge of Health and Safety issues relevant to a Primary School.
- An understanding of the importance of promoting Equal Opportunities for all pupils, staff and parents. (strategies for teaching SEND, EAL and abler children)
- Knowledge of budget management.

Skills and Abilities

- Proven ability as an excellent classroom teacher, with high expectations for pupils' learning and attainment.
- Ability to be an effective leader in a range of contexts in an appropriate and supportive manner, motivating and influencing others.
- Ability to use comparative data and information about pupil attainment to identify trends and target support in order to raise standards.
- Ability to plan, organise and communicate effectively both orally and in writing with pupils, staff, governors and outside agencies.
- Ability to take ownership of whole school issues and participate fully in the management of the school.
- Ability to both challenge and support colleagues in order to keep raising standards throughout the school.
- Ability to work in a team, building and maintaining good relationships.
- Ability to use and act on own initiative.
- Ability to remain positive and enthusiastic when working under pressure.
- Ability to take a proactive approach to problem solving.
- Ability to prioritise, organise and take decisions.
- Ability to deputise for the Headteacher in their absence.

Professional Qualities

- A commitment to high standards of achievement for all learners.
- Able to work in partnership with the Headteacher.
- Flexible and willingness to learn new skills.
- Able to create a positive working environment for pupils and staff.
- Able to manage time effectively.
- Excellent interpersonal, organisational and management skills.
- Contribute to a positive ethos for learning and well-being.
- Commitment to safeguarding and equality.
- Commitment to inclusion and raising standards for all.
- To work effectively with other schools and organisations in a climate of mutual challenge, sharing best practise for excellent pupil achievement.