

## Job Description

<b>Job Title:</b> Head of School	<b>School:</b> Lathom Junior School
<b>Grading:</b> Enhanced Deputy Head Leadership range 22- 26	<b>Date reviewed:</b> March 2021

### Job Description:

#### **Deputy Head Teacher with enhanced responsibilities within our Federation**

- To share in the corporate responsibility of the well-being and discipline of all pupils.
- Through the promotion of teamwork, collaboration and co-operation, be a 'key' member of staff in supporting and enabling colleagues to work in this way across the Federation.
- To assist the Executive Headteacher in all matters relating to the management of the school.
- To have a clear overview of the primary curriculum.
- To provide an exemplary model for good classroom practice.
- To liaise between Executive Headteacher and staff on professional/personnel matters.
- To be responsible for internal communication, e.g. staff meetings, etc.
- To lead and co-ordinate the monitoring of teaching and learning throughout the school
- To have responsibility for general organisation, e.g. timetables, rotas and ensure they are adhered to.
- To assist the Executive Headteacher in the development of teaching and management skills at all levels.
- To work with the Executive Headteacher on matters of financial management; preparation and monitoring of budget.
- To participate with the leadership process of school development planning.
- To lead curriculum initiatives.
- To develop self review/self evaluation processes.
- To be responsible for the delegation of the 'supply cover' budget allocation.
- To deputise for the Executive Headteacher in her absence.
- To be available to advise/guide staff on all professional matters.
- To keep abreast of all new developments relating to curriculum/school management.
- To be responsible for staff development and the school CPD programme.

#### **CURRICULUM SPECIFIC RESPONSIBILITIES**

- To co-ordinate the professional responsibilities of curriculum postholders.
- To keep an overview of assessment and target setting throughout school.
- To monitor classroom environments and planning.
- To monitor the curriculum offer and review as necessary in response to updated initiatives.
- To conduct detailed analysis of data identifying specific areas for curriculum development.
- To ensure Staff Handbook and curriculum files are available to colleagues at the start of and throughout the school year.

#### **EQUAL OPPORTUNITIES**

- To ensure that the Every Child Matters agenda is met.
- To promote, through curriculum management and organisation of the school, equal access and the optimum formative and summative outcomes for all pupils.

#### **THE COMMUNITY**

- To support the Headteacher's management of the Health and Safety policy and related issues throughout the school.
- To promote ways to increase parent's knowledge of the curriculum, school organisation and management, with a view to enabling them to support and encourage their children's learning.
- To collate and act upon the views gathered from our local community.
- To promote strategies to enable the smooth transition of children between classes and Key Stages within our Federation.

#### **PROFESSIONAL DEVELOPMENT**

- To be aware of current developments in education, e.g. attend relevant courses and meetings and disseminate information to staff on a regular basis.
- To lead and co-ordinate the annual Performance Management annual cycle.
- As CPD co-ordinator, support colleagues in their professional development, encouraging appropriate attendance of courses and delivery of school-based training.
- To co-ordinate and provide discrete support for Early Career Teachers, supply staff, teachers and ITT students new to the school.

## **EQUALITY AND DIVERSITY**

Newham Council is an Equal Opportunity Employer and recognises that some candidates may have been forced into an untypical or unconventional career path because of unavoidable personal circumstances or the prejudice they have met in life. Should this apply to you, we hope you will not be deterred from making an application, which will be considered on your overall fulfilment of the requirements of this person specification.

As a school, we are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

The above are intended to be a guide to the range and level of work expected of any member of staff. It's not an exhaustive list of all the tasks that may be asked of an employee. S/he will be expected to carry out such other reasonable duties, which may be required from time to time across the Federation.

## Person Specification

We will base the selection process on these criteria. At each stage of the process, we will assess the merits of each application to determine how far the criteria have been met.

Beside each criterion we list the assessment method we will use.

	Requirement	Method of assessment
1.	<b>Qualifications and training</b> a. DfE qualified teacher status. b. NPQH or other training relevant to Leadership	- <b>Application Form</b>
2.	<b>Successful Experience</b> At least two years relevant, varied experience at a senior level in a similar school of: a. Developing a strategic view for the future needs and development of the school. b. Securing and sustaining effective teaching and learning and its monitoring and evaluation throughout the school. c. Efficient and effective deployment of staff and financial resources to serve improvement. d. Working in partnership with other agencies, e.g. Local Authority, local schools, etc.	- <b>Application Form</b>
3.	<b>Key skills and attributes</b> a. To use appropriate leadership styles in different situations, to initiate, inspire, lead and manage people to work effectively towards common goals. b. To demonstrate an ability to analyse and interpret data and as a result make decisions and set challenging targets. c. To communicate clearly and effectively using a range of methods, as appropriate, to a variety of audiences. d. To draw upon attributes demonstrated by all successful managers such as adaptability, self-confidence, enthusiasm and commitment.	- <b>Application Form</b> - <b>Interview</b> - <b>Other Assessment activities</b>
4	a. Current educational developments and legislative changes and their implication. b. Effective procedures to ensure good behaviour and discipline in the school with the co-operation of all staff. c. Strategies for promoting pupil's spiritual, moral, social and cultural development. d. The role of ICT in effective administration, management and teaching and learning. e. The principles and methods of assessment and effective record keeping and their use to promote the educational, personal development and progression of the pupils. f. The use of strategies for raising pupil achievement and the value of target setting. g. The contribution that evidence from inspection and research can make to professional and school development. h. The nature and needs of pupils and communities in inner city and multi-racial areas such as Newham. i. The implementation of equal opportunities practice throughout a school. j. The implementation of Newham's policy of inclusive education. k. Effective quality assurance approaches, including staff appraisal and development. l. Health and safety, premises and personnel procedures related to the management of a school. m. The role of Governors in the leadership of the school. n. The promotion of community education and parental and community involvement in order to raise levels of achievement. o. Understanding of safeguarding procedures and ability to promote and safeguard the welfare of pupils.	- <b>Application Form</b> - <b>Interview</b> - <b>Other Assessment activities</b>