

## **The Innsworth Schools Partnership**

### **JOB DESCRIPTION: Partnership Deputy Headteacher**

#### **Responsible to:**

The Co-Executive Headteachers, who have overall responsibility for Innsworth Infant and Junior Schools, and the Governing Body of the Innsworth Partnership.

#### **Purpose of Job:**

- To work closely with the Co-Executive Headteachers as a member of the Executive Leadership Team (ELT) to provide vision, leadership and management for Innsworth Schools to secure sustained success and high quality education for all our children.
- To support the day to day management of Innsworth Schools' Partnership.
- To help provide an environment in which all staff and pupils are enabled to achieve success.
- To promote the aims of the partnership through implementation of the policies and procedures of the governing body.
- To carry out the role of Designated Safeguarding Lead (DSL).

#### **Duties:**

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document.

- Work closely with the governing body, Co-Executive Headteachers and other stakeholders to ensure that the school vision and strategic plan are effective and pertinent to the school.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Fully support the Co-Executive Headteachers, Governors and staff to develop a safe and secure environment for pupils.

#### **Leading Learning and Teaching** *(in partnership with the Executive Head teacher)*

- Contribute to the strategic planning and development of the school as a member of ELT.
- Ensure effective monitoring of the curriculum and enable effective pupil progress meetings to identify children's barriers and next steps.
- Enable the implementation and review of the partnership assessment and reporting guidelines.
- Monitor, evaluate and review classroom practice and promote improvement strategies through lesson drop ins, learning walks, discussions with children about their learning etc.
- Ensure a culture and ethos of challenge and support where all children can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations for the whole school community.
- Support colleagues in the planning and delivery of the curriculum.
- Enable a supportive environment in which peer observations, team teaching and effective partnerships can develop.
- Help to sustain a collaborative learning culture within the partnership.
- Take a key role in strengthening consistent curriculum progression between the two schools.
- Regularly review own practice, set personal targets, and take responsibility for own personal development. Manage own workload and that of others to allow an appropriate work/life balance.

#### **Professional Development**

- Carry out appraisals for identified staff and provide ongoing line management and support as required.
- Take a lead in ensuring the safeguarding training of new staff.
- Take a role in planning and delivering staff meetings where appropriate.
- Support middle leaders to develop their curriculum understanding and leadership skills.

**Management Responsibilities will include:**

- Enable and support effective communication across the partnership.
- Play a key role in family liaison and communication with parents and carers.
- Step up to take responsibility for the day to day behaviour management of either school when required.
- Communicate with parents, governors and other outside agencies.
- Ensure that teaching staff receive their allocated PPA time and subject leadership time.
- Support the deployment of supply cover with regard to the budget allocated for this purpose and the needs of the children. Organise planned and non-planned cover.

This job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's policy and regard to the School Teachers' Pay and Conditions Document. This job description is not necessarily a comprehensive definition of the post, and the teacher may be required to undertake such tasks appropriate to the level of appointment as the Co-Executive Headteachers may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after the consultation with the post holder.

Date \_\_\_\_\_

Signed \_\_\_\_\_ [ Deputy Headteacher]

Signed \_\_\_\_\_ [ Co – Executive Headteachers]