



DEPUTY HEADTEACHER – JOB DESCRIPTION

Responsibility for Leadership and Management

ACCOUNTABILITY

Responsible to: The Headteacher and The Governing Board of St John's Walham Green CE Primary School

Responsible for: Carrying out duties in line with the conditions of employment as set out in the current School Teachers' Pay and Conditions document and the policies and procedures of the Governing Board.

CORE PURPOSE

To provide professional leadership in support of the Senior Leadership Team, sustain the Christian ethos of the School and support the Headteacher in leading and managing an effective School. The Deputy Headteacher, a leading professional in the school will promote a secure foundation from which to achieve high standards in all areas of the school's work and play a lead role in establishing a culture that promotes excellence, equality and high expectations for all pupils. The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Strategic Direction of the School

- Play a leading role in the school improvement and school self-evaluation planning process;
- In partnership with the Headteacher, manage school resources;
- Devise, implement and monitor action plans and other policy developments;
- Lead by example to motivate and work with others;
- Lead the development and implementation of the curriculum and monitor pupils' attainment, achievement and well-being;
- Actively monitor and follow up the progress of students;
- Lead by example when implementing and managing change initiatives;
- Promote a culture of inclusion within the school community where all views are valued and taken into account;
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties;
- Strengthen partnership and community working;
- Promote positive relationships and work with colleagues in other schools;
- Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented;
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn;
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school;
- Take responsibility for other aspects of whole school leadership as negotiated with the Headteacher.

Teaching and Learning:

- Inspect attainment data to identify patterns of underachievement and work with other Leaders/teachers as necessary;
- Contribute significantly to the analysis of performance data for pupils within the school, using this to inform development planning;



- Work with key staff associated with the enrichment opportunities to plan the delivery of an appropriate enrichment curriculum for pupils;
- Encourage and support the development of teachers skills in the assessment of children's levels of achievement using assessment materials;
- Lead the development and delivery of training and support for staff;
- With the Curriculum Leaders, share the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning;
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including quality assurance to ensure consistency and quality;
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school;
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards;
- Ensure through leading by example the active involvement of pupils and staff in their learning;
- Support the development of collaborative approaches to learning within the school and beyond.
- Have a teaching commitment according to the needs of the school as discussed with the Headteacher

Leading and Managing Staff:

- Participate in the recruitment and selection of teaching and support staff as required and to organise and support the induction of staff new to the school and those being trained within the school;
- Work with the Headteacher to raise standards through staff appraisal;
- Ensure effective induction of new staff in line with school procedures;
- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate;
- Ensure the effective dissemination of information, the maintenance of an on-going improvements to agreed systems for internal communication;
- Work with the Headteacher to undertake key activities related to professional, personnel/HR issues;
- Ensure a consistent approach to standards of behavior are implemented across the school;
- Be a proactive and effective member of the senior leadership team;
- Ensure the day-to-day effective organisation and running of the school as appropriate;
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school development plan and appraisal;
- Promote and protect the health, safety and welfare of pupils and staff;
- Act as an induction co-ordinator for ECTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate;
- Secure and allocate resources and deploy staff to support pupil achievement within the school;
- Monitor and control the use of resources including financial.



DEPUTY HEADTEACHER – PERSON SPECIFICATION
Responsibility for Leadership and Management

SHOW A COMMITMENT TO:	
Safeguarding and promoting the welfare and wellbeing of all pupils	E
Raising standards and outcomes for all pupils and securing excellence	E
Providing opportunities for all pupils to develop as confident, creative individuals with high self-esteem	E
Valuing all members of the school community	E
Working in partnership with governors, parents, and the wider community	E
Effective teamwork and collaboration within the school and with external partners	E
Inclusion	E
Using and promoting new technologies across the school	E
Your own professional development and professional learning	E
QUALIFICATIONS:	
Graduate-level qualification or equivalent and QTS	E
Evidence of relevant professional development	E
Safeguarding training	E
National Professional Qualification under the new NPQ frameworks	D
Safer Recruitment Training	D
Safeguarding or Designated Safeguarding Lead Training	D
EXPERIENCE:	
Previous experience as a senior or middle leader within a primary school setting	E
Contributing to the strategic direction and whole school development	E
Making positive use of the social and cultural diversity within the school and surrounding community	E
Working in a challenging, diverse community	D
SAFEGUARDING, EQUALITY & INCLUSION:	
Demonstrate knowledge and understanding of safeguarding and child protection	E
Evidence of commitment to promoting the welfare and safeguarding of children and ensuring all staff and volunteers share this commitment	E
Demonstrate knowledge and understanding of equality and the relevant legislation linked to this	E
Evidence of commitment to promoting an inclusive environment for all pupils	E
Actively draws on the diversity within the school community to enhance learning and supports the academic, moral, spiritual, social, and cultural development of all pupils	E
KNOWLEDGE, ABILITIES & SKILLS:	
Proven ability to promote and achieve high standards of learning and attainment	E
Ability to think strategically, to build and communicate a school vision of excellence and equality that sets high standards for every pupil	E
Demonstrates a clear understanding of the essential qualities necessary for effective teaching and learning	E
Ability to set and achieve ambitious, challenging goals and targets	E
Can inspire, challenge, motivate and empower colleagues and pupils to achieve their potential	E
Ability to acknowledge excellence and challenge poor performance across the school	E
Can collect and evaluate data to understand the strengths and development opportunities of the school to support the production of the School Development Plan	E
Analyse data to evaluate performance, and plan appropriate action for improvement	E
Evidence of leading curriculum development	E
Knowledge of a wide range of strategies for managing pupil behaviour	E



Ability to identify the professional development needs of all staff through monitoring and performance management processes	E
Ability to deal successfully with situations that may include change and/or conflict resolution	E
Evidence of managing budgets and resources effectively	E
Ability to engage the school community in the systematic and rigorous self-evaluation of the work of the school	D
Knowledge of how to combine the outcomes of regular school self-review with external evaluations to develop the school	D
Evidence of building / developing and maintaining effective relationships with all members of the school, including parents, pupils, staff and governors and the wider community to enhance the education of all pupils	D
PERSONAL ATTRIBUTES:	
A positive and enthusiastic approach to school life – a sense of fun!	E
Possesses excellent written and oral communication skills	E
Has the ability to prioritise, plan and organise yourself and others	E
Can work to deadlines, and prioritise work streams	E
Thinks creatively to anticipate and solve problems	E
Demonstrates the ability to embrace and enable change	E
Demonstrates good judgement and emotional intelligence	E
Remains resilient, robust, and calm under pressure	E