

Job Description: Deputy Headteacher

Job Title:	Deputy Headteacher	School/Dept	St James CE Primary
Reports To:	Headteacher	Pay range	Leadership 4-8
Responsible For:	Teaching & Support Staff	Job Type:	Permanent
Hours	0.8 FTE 26 hours	Weeks per year	52

MAIN PURPOSE AND SCOPE OF THE JOB

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Taking an active and essential role in safeguarding and hold the position of Deputy Safeguarding Lead.

If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board. 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).

DUTIES AND KEY RESPONSIBILITIES

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Be a champion for children's personal development
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Help shape policy and deliver on staff and pupil wellbeing

Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence Ensure teaching is underpinned by subject expertise
- Ensure the teaching of a broad, structured and coherent curriculum and continue the development of the curriculum
- Collect data and monitor pupil tracking as Assessment Leader

- Effectively use formative assessment to inform strategy and decisions
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Be responsible for leading continuing professional development for teachers by keeping up to date with changes in education and seeking training opportunities for staff.

Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- Help to establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations within Vale Academy Trust
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Other areas of responsibility

- To fulfil the role of ECT Mentor or Tutor
- To take responsibility for organisation and induction of volunteers and students
- To take an active role in the Parent Teacher Association

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Deputy Headteacher PERSON SPECIFICATION & SELECTION CRITERIA

Specification (Job Related)	Essential	Desirable
Education, Qualifications and Professional Development	<ul style="list-style-type: none"> • Qualified teacher status • Degree 	<ul style="list-style-type: none"> • Evidence of continued professional development
KNOWLEDGE and Skills	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Clear understanding of the characteristics of successful behaviour management 	<ul style="list-style-type: none"> • Understanding of school finances and financial management
EXPERIENCE	<ul style="list-style-type: none"> • At least five years successful teaching experience within the primary age range • Proven record of successful curriculum/subject leadership leading directly to an improvement in standards • Ability to analyse data, develop strategic plans, set targets and monitor and evaluate progress towards these • Demonstrable experience of successful line management and staff development 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct 	

	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. • Understanding of and commitment to nurture and inclusion, and their impact upon learning. • Ability to build positive and respectful relationships across the school community • Have an optimistic and resilient approach to the role • Be a role model for championing children 	
<p>Special Requirements:</p>	<p>Evening work may be required in order to important meetings such as parents’ meetings and LGB meetings.</p>	
<p>Equal Opportunities:</p>	<p>St James CE Primary is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.</p>	

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