



Amble Links Primary School Deputy Headteacher Job Description

This job description reflects the vision for Amble Links Primary School. **There is an expectation from the governing body that the Deputy Headteacher both achieves and exceeds the Professional Standards required of Upper Pay Scale teachers and aspires towards the National Standards for Headteachers.**

The Core Purpose of the Deputy Headteacher

The core purpose of the Deputy Headteacher is to provide professional leadership in the management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. The Deputy Headteacher must assist with establishing a high-quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Deputy Headteacher must play a lead role in establishing a culture that promotes excellence, equality and high expectations for all pupils. At Amble Links Primary School the Deputy Headteacher demonstrates this through their classroom practice. The Deputy Headteacher is a leading professional in the school accountable to the Headteacher. The Deputy Headteacher assists in providing vision, leadership and direction for the school and helps to ensure that it is managed to meet its aims and targets. Working with the Headteacher and others, the Deputy Headteacher will support evaluation of the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all and developing policies and practices. The Deputy Headteacher will take a shared responsibility for creating a productive learning environment which is engaging and fulfilling for all pupils.

You will:

- Undertake the normal responsibilities of the class teacher
- Carry out the duties of a school teacher and Deputy Headteacher as set out in the School Teachers' Pay and Conditions Document including undertaking the professional duties of the headteacher if they are absent from school, to the extent required by the headteacher or governing body.
- Be responsible for a specific class or age group and Key Stage

Safeguarding

The safeguarding aspect of the Deputy Headteacher's (Deputy Designated Safeguarding Lead) job description is a critical responsibility that ensures the safety and well-being of all pupils within the school. This involves creating a safe and nurturing environment, implementing policies and procedures, and collaborating with various stakeholders.

Policy Development and Implementation:

- Develop and regularly update safeguarding policies and procedures that align with local and national regulations.
- Ensure that all staff members are aware of and adhere to these policies, providing necessary training and guidance.

Promoting a Culture of Safeguarding

- Foster a culture within the school that prioritizes the safety and well-being of all pupils.
- Encourage an open and transparent environment where pupils and staff feel comfortable reporting concerns.

Online Safety

- Promote online safety
- Ensure implementation and understanding of the filtering and monitoring systems in place in school.

Identification and Assessment

- Work closely with staff to identify signs of abuse, neglect, or potential risks to pupils' safety.
- Establish a clear reporting system for staff to communicate any concerns or suspicions.

Collaboration with External Agencies

- Liaise with external safeguarding agencies, such as social services and healthcare providers, when necessary.
- Share relevant information with these agencies while respecting privacy and confidentiality.

Staff Training and Development

- Organise regular training sessions for all staff to enhance their knowledge of safeguarding issues.
- Ensure staff are equipped to recognize and respond to safeguarding concerns effectively.

Record Keeping

- Maintain accurate records of all safeguarding concerns and actions taken, adhering to data protection regulations.

Communication and Reporting

- Communicate with parents and guardians about the school's safeguarding policies and procedures.
- Report concerns to the appropriate authorities in a timely and compliant manner.

Monitoring and Review

- Regularly review and update the school's safeguarding policies and procedures to reflect best practices and changing needs.
- Monitor the effectiveness of safeguarding measures and make necessary improvements.

Leadership and Accountability

- Assume overall responsibility for safeguarding within the school and provide clear leadership in this area.
- Be accountable for the effectiveness of safeguarding measures and ensure they are in line with legal requirements.

Training for Pupils

- Provide pupils with age-appropriate information and education about safeguarding and personal safety.

As a Deputy Designated Safeguarding Lead (DDSL), the safeguarding aspect of the role is paramount in creating a supportive learning environment for all pupils. It involves working closely with staff, pupils, parents, and external agencies to uphold the highest standards of safeguarding and child protection, in accordance with relevant laws and regulations.

Strategic Vision and Direction; Shaping the Future

Critical to the role of Amble Links Primary School's Deputy Headteacher is working with the Headteacher, and others, to promote and develop a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.

You will:

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Demonstrate the vision in your everyday work and practice
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- Motivate and work with others to create a shared culture and positive climate
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that strategic planning takes account of the diversity and experience of the school and community

- Ensure that the agreed school policies and procedures are implemented effectively in your own practice and across the school
- Take a leading role across the whole school, in the light of new and emerging research, to enhance and extend the learning experience of pupils

Leading Learning and Teaching

Through their own exemplary classroom practice the Deputy Headteacher has a responsibility to demonstrate and model high quality teaching and learning that promote outstanding pupil achievement and behaviour; this includes setting high standards as well as monitoring and evaluating the effectiveness of learning outcomes.

You will:

- Act as a professional model, clearly demonstrating effective teaching, classroom organisation, display and high standards of behaviour
- Demonstrate consistent application of all school policies and provide an exemplar classroom model of the application of policies for Teaching and Learning, Marking and Feedback, Presentation of Work and Behaviour
- Research and lead creative and imaginative ways of anticipating and solving problems and identifying opportunities that will enhance the quality of education across the school
- Establish creative, responsive and effective approaches to learning
- Demonstrate a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Monitor, evaluate and review classroom practice throughout the school and promote improvement
- Challenge underperformance at all levels and provide support to improve performance
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- Maintain an overview of the curriculum to ensure that it is suitably relevant and maintains breadth, balance, continuity and progression

Developing Self and Working with Others

Effective relationships and communication are important in deputy headship as much of their work is with and through others. Effective deputies manage themselves and their relationships well. It is the role of the Deputy Headteacher to support the Headteacher in building a professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the school leadership team supports all staff to achieve high standards; the Deputy Headteacher has a pivotal role to play in this. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them the Deputy Headteacher will be committed to his/her own continuing professional development.

You will:

- Through a visible presence on a day-to-day basis and at school events, create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- On a day-to-day basis, provide guidance and leadership to ensure the highest possible standard of pupil care, accurate record-keeping and effective communication
- Take a lead role in managing pupil behaviour around the whole school by consistently modelling and implementing the agreed policy for pupil behaviour
- Take a lead role in the pastoral care of all staff by supporting the Headteacher to develop positive working relationships and sustain motivation, with and between all staff

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Support the Headteacher in ensuring effective planning, allocation, support and evaluation of work is undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- Regularly review own practice, set personal targets and take responsibility for your own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

Managing the Organisation

The Deputy Headteacher is required to assist in the effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation.

You will:

- Undertake full responsibility for all matters relating to the school in the absence of the Headteacher
- Help all staff to understand and fulfil their statutory responsibilities through observation, feedback, support and modelling.
- Complete and stay updated with all appropriate child protection training and take on the role as a Designated Safeguarding Lead in the school.
- Take a lead role in the day-to-day smooth running of the school and make alternative arrangements when necessary
- Take responsibility for the design and day-to-day management of rotas, timetables and special events
- Support the Headteacher in developing and maintaining high morale and confidence amongst all staff and set an example of high professional standards and leadership
- Support the Headteacher to ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
- Communicate relevant information to all staff in a timely and organised manner
- Undertake other reasonable duties related to the day-to-day administration of the school as requested by the Headteacher

Accountability

With the school's vision at the heart of their leadership, the Deputy Headteacher has a responsibility to the whole school community. In carrying out this responsibility, through the Headteacher, the Deputy Headteacher is accountable to a wide range of groups, particularly: pupils, parents, carers and governors. They are accountable for ensuring that pupils enjoy and benefit from a high-quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely.

You will:

- Attend Senior Leadership Team Meetings and half-termly meetings of the Full Governing Body to provide information and advice regarding specific areas of responsibility
- Support in the development of and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others
- Fulfil all commitments arising from contractual accountability

In the event of the Deputy Headteacher taking on the role of Acting Headteacher, on other than a short-term basis, the job description would need to be reviewed to reflect the new responsibilities of the role.

In addition, you are required to undertake additional responsibilities as directed by the headteacher:

- Collective Worship Co-ordinator.
- PHSE Co-ordinator
- Educational Visits Co-ordinator (EVC)
- ECT Co-ordinator
- Deputy Designated Safeguarding Lead

Headteacher:

Deputy Headteacher:

Date: