



JOB DESCRIPTION – DEPUTY HEADTEACHER Hareside Primary

Accountable to: Headteacher

Accountable for: Assigned teaching and support staff

Headteacher Salary Range: Leadership 8 to Leadership 12

Role Purpose

To contribute to the provision of the professional vision, leadership, strategic direction and management for the School, leading by example, ensuring that staff are held accountable in order to secure continued success and improvement, fully embedding the School values, vision and ethos.

To support continuous improvement, in order to maintain the School's ongoing success and further improve all aspects of the School's performance and standards to ensure the highest quality education for all pupils and the highest standards of learning and achievement.

To deputise for the Headteacher during the Headteacher's absence.

To take role responsibility for ensuring the safeguarding and welfare of pupils.

Strategic Direction

- Working together with the Headteacher to devise, implement and monitor an ambitious vision and ethos for the future of the School, which focuses on best practice to secure effective teaching and successful learning, devising, implementing and monitoring action plans, as appropriate.
- Be an excellent role model, and provide inspiration, motivation, vision and purpose in line with the aims, visions and objectives of the School and ensure these are clearly articulated, shared, understood and adhered to effectively, by all.
- Support the effective strategic and financial management of the School and assist in the development and implementation of strategic School development plan and annual improvement plan.
- Regularly communicate and work effectively with School colleagues to embed shared, collaborative working practices across the School.
- Support, implement, manage and monitor change initiatives.
- Promote a culture of inclusion within the School community where all views are valued and taken into account.



Leadership and Management

- Support the Headteacher with the day-to-day operational management within School, including the effective deployment of all staff and physical resources in order to ensure that the highest quality of education provided.
- Lead on Safeguarding as Designated Safeguarding across school
- Support the School ethos within which all staff are motivated and support all staff to carry out their roles, to the highest standards, in line with Teachers' Standards and are supported to develop their own skills and subject knowledge, and to support each other.
- Work with the Headteacher to challenge and support underperformances at all levels and ensure action is taken to secure improvement.
- Support the implementation of the School's performance management policy, and ensure assigned staff objectives are clearly defined, understood, agreed, and subject to rigorous assessment and review and address any under-performance, supporting staff to improve and valuing excellent practice.
- Ensure that assigned staff recognise they are accountable for meeting individual objectives and for the success of the School.

Teaching and Learning

- Work with the Headteacher to create, secure and sustain outstanding teaching and effective learning throughout the School, through an analytical understanding of how pupils learn, and the core features of successful classroom practice and curriculum design, exemplifying outstanding teaching and promoting the highest expectations, and implementing robust system of monitoring, evaluation and review, including lesson observations to ensure consistency and quality.
- Promote and safeguard the welfare of pupils, ensuring that the policies and procedures relating to safeguarding and child protection are fully implemented and followed by all staff.
- In collaboration with the Headteacher, staff and the senior leadership team, support the development, review and implementation of all aspects of the curriculum and its assessment to ensure this meets with statutory requirements and is relevant to the needs of all children, including planning, and liaising with subject leaders to ensure the delivery of appropriate, creative, comprehensive, high quality and cost-effective curriculum programmes.
- Ensure creativity, innovation and the use of appropriate new developments, technologies and systems locally/nationally/globally to achieve excellence.
- Work with the Headteacher to establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between the School, drawing on and conducting relevant research and robust data analysis.
- Work with the Headteacher to ensure that all pupils have realistic and challenging targets and that pupils are actively involved in their own learning, using data and benchmarks to monitor progress in every child's learning
- Create effective partnerships with parents/carers to support and improve pupils' achievement and personal development.
- Work with the Headteacher to ensure that there is an effective, accurate, robust system of assessment of pupils' achievement and reporting to parents which ensures



parents are well informed about their child's attainment and progress and how they can be support their child.

- Work with the Headteacher to develop and review systems to ensure robust evaluation of School performance, progress data and actions to secure improvements comparable to appropriate national standards and which take account of national and School data, inspection and research findings and reflect best practice.
- Ensure pupils with special educational needs have adequate provision to meet their individual targets and make maximum progress
- Work with the Headteacher to promote and ensure opportunities for the development of academic, spiritual, moral, social, emotional and cultural well-being of children and their families.
- Work with the Headteacher to develop, implement and monitor strategies for developing inclusion practice, and which achieve outstanding standards of punctuality and attendance.
- Work with the Headteacher to develop, implement and monitor School's behaviour Policy and embed an environment which ensures exemplary student behaviour in a safe, calm and well-ordered environment and which reflects the School's ethos and promotes development and learning and secures safety and discipline.
- Work with the Headteacher to ensure that School environment meets health and safety regulations at all times.
- Actively engage with parents and carers, and local and wider communities to enrich the School and its value to the local and wider communities and ensure learning experiences for children are integrated with these.
- Undertake the role of a classroom teacher, in line with the Teachers' standards, to provide occasional, emergency cover.

Systems and Process

- Undertake regular reviews of all School systems and process, as instructed, to ensure these are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Work with the Headteacher to ensure the efficient, effective and equitable management and deployment of budgets and resources, in the best interests of pupils and which support the School's educational goals and priorities.
- Work with the Headteacher to ensure that effective systems are in place to meet the needs of the pupils and that they are coordinated, monitored, evaluated and reviewed.
- As requested, develop, implement and review Trust/School policies, appropriate to the delegated areas of responsibility, in line with the Scheme of Delegation.

School Improvement

- Work with the Headteacher on School improvement and School self-evaluation planning process to ensure effective and robust monitoring, evaluating and reviewing the effects of the School improvement plan to secure continuous progress and School improvement.
- Be outward looking to ensure that the School remains current and innovative.



- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving School.

General

- Carry out professional duties in accordance with the requirements of the School Teachers Pay and Conditions Document and other relevant statutory and legislative documents.
- To demonstrate a commitment to safeguarding children as a priority.
- Be an excellent role model of professional conduct, demonstrating the highest personal ethics and standards of expertise and commitment
- Develop and maintain effective, constructive working relationships with all, based on equality and respect.
- Display appropriate conduct as outlined in the school policies and procedures eg Health and Safety, Equality and Dignity at Work, Code of Conduct, Behaviour Policy.
- Understand, comply with and promote the School's scheme of delegation and all relevant School policies and procedures.
- Work individually and as part of a team, to support the mission statement, values and ethos of the School achieve individual, departmental and School aims, objectives and standards.
- Take responsibility for and demonstrate a commitment to, own continuous personal development, in line with agreed annual performance objectives and attend learning and development events, as requested.
- Regularly review own practice and achievements and consider feedback.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Understand and support difference and ensure equal opportunities for all.
- Ensure that all duties are undertaken in a safe manner, minimising risk, at all times.
- Undertake any other duties which may reasonably be regarded as appropriate to the responsibilities of the post, as requested by the line manager.

This job description is not contractual, and may be amended at any time, after consultation with the post holder and **will be reviewed annually**.

Signed:
(Employee)

Date:

Signed:
(Line Manager)

Respect - Honesty - Resilience - Collaboration - Aspiration - Kindness



Date:



PERSON SPECIFICATION [DEPUTY OR ASSISTANT] HEADTEACHER – XXX Primary School

FACTOR	Essential (E) Or Desirable (D)	Assessment Method
QUALIFICATIONS		
Qualified Teacher Status	E	A/D
Achieved or working towards NPQH	D	A/D
Relevant Management Qualification/Relevant Degree	D	A/D
Evidence of commitment to ongoing, up-to-date Continuing Professional Development	E	A/D/I
EXPERIENCE		
Substantial experience as an effective first or primary teacher in several Schools.	E	To be agreed
Proven experience at senior leadership level.	E	
Experience of organising and implementing an all-inclusive curriculum which meets the needs of all pupils which includes an effective assessment framework.	E	
Experience of monitoring, evaluating and successfully raising educational achievement and standards through improving teaching and learning.	E	
Experience of leading, managing and developing a range of staff.	E	
Experience of successfully implementing change initiatives within an educational setting and inspiring others.	E	
Experience of working with budgets effectively.	E	
Experience of developing relationships with partners, across relevant networks and within the wider community.	E	
Experience of Ofsted inspections.	D	

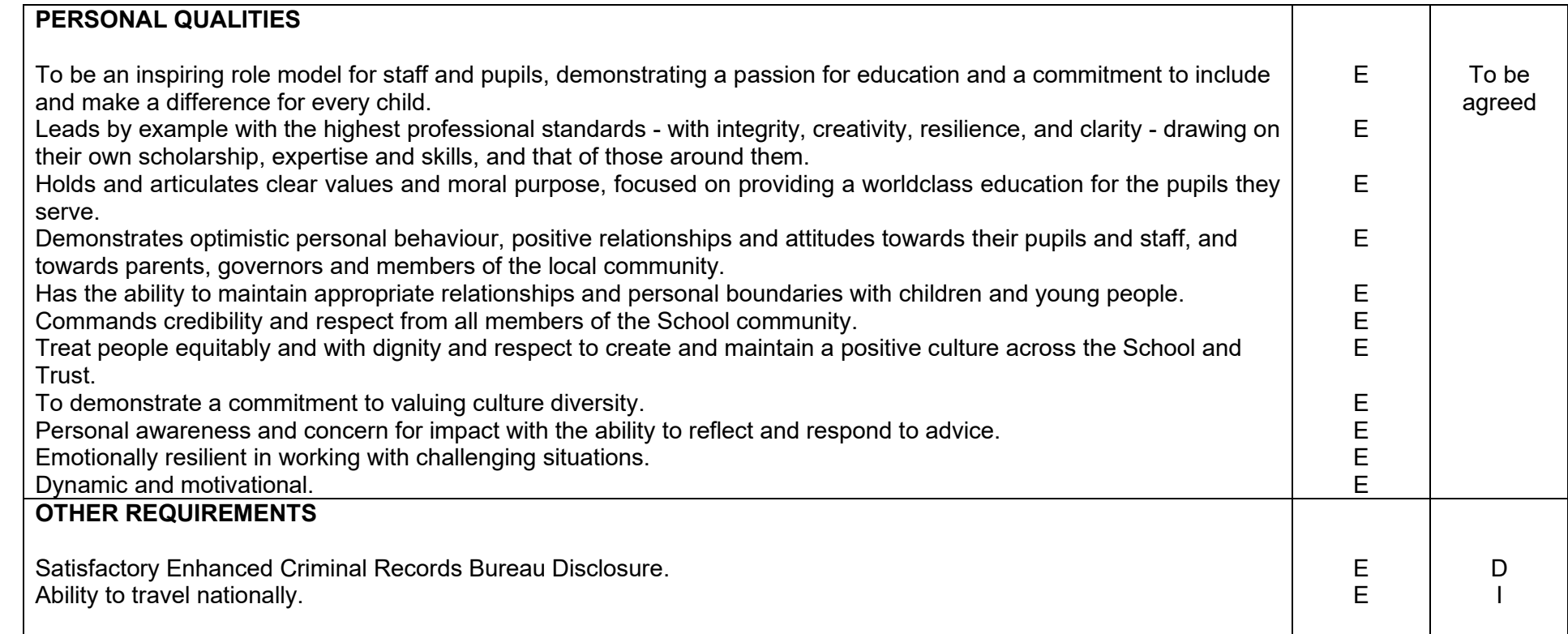
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KNOWLEDGE		
Sound understanding current and future, relevant legislative national and local educational environment, frameworks, operations and developments.	E	To be agreed
A wide, current knowledge and understanding of the current National Curriculum and relevant educational statutory and School systems requirements.	E	
Secure, up-to-date knowledge of developments and best practice in education and teaching and learning.	E	
Understanding of how high quality, effective performance management for all staff is linked to continuous School improvement.	E	
Secure, up-to-date knowledge of safeguarding and child protection requirements and proven ability to putting this in place.	E	
Secure, up-to-date knowledge of equality legislation and proven ability of putting this in place.	E	
Secure, up-to-date knowledge of financial management and proven ability of putting this in place.	D	



SKILLS AND ABILITIES		
The ability to lead and inspire high quality teaching and learning.	E	To be agreed
Excellent verbal and written communication skills with the ability to communicate sensitively, clearly and persuasively with people at all levels.	E	
The ability to make and take effective, sound decisions under pressure and to tight deadlines and to delegate appropriately.	E	
The ability to promote ambitious standards and behaviour for learning for all pupils and ensure all staff understand their accountability for the impact of their work on pupils' outcomes.	E	
The ability to think strategically and support the vision for the School.	E	
The ability to direct and co-ordinate the work of others, and to delegate appropriately.	E	
The ability to manage and motivate individuals to achieve high standards of performance.	E	
The ability to think imaginatively and creatively to identify opportunities	E	
The ability to secure the ongoing improvement of results.	E	
The ability to set, monitor and evaluate targets effectively.	E	
The ability to produce and implement appropriate improvement plans and policies.	E	
Analytical thinking, making informed use of inspection, benchmarking and research findings.	E	
Investigation skills and the ability to consider problems, evaluate options, identify solutions, make and implement plans and monitor outcomes.	E	
The ability to manage financial and human resources cost-effectively and efficiently to achieve goals and priorities.	E	
The ability to comprehensively interrogate and interpret numerical and financial data to monitor progress and/or understand implications and determine appropriate support/intervention as appropriate	E	
To manage conflict effectively.	E	
To develop and maintain collaborative relationships with a wide range of agencies, partners and individuals.	E	
The ability to form strong links and partnerships with governors/trustees, staff, parents, pupils, the wider community, other schools and academies.	E	



Created: March 2020
Date of next review: [insert date]

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