

## Deputy Headteacher

### Job Description

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| Job title:       | Deputy Headteacher   |
| Salary scale:    | L7-11  |
| Responsible to:  | Headteacher  |
| Responsible for: | TBC (dependent on skills and experience of the successful candidate) |
| Line managed by: | Headteacher  |

This is a challenging and important post requiring a teacher of the highest calibre. The successful candidate must have the ability to support and work with the Headteacher and SLT in all aspects of school improvement with key responsibility **to develop and sustain effective practice across the school**. Although this post is intended to be a non-class based role, there is an expectation that the post holder will have a teaching commitment.

### Main Duties and Responsibilities

To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

To support, hold accountable, develop and lead the teaching team in order to secure high quality teaching, the effective use of resources and high standards of learning and achievement for all pupils across the school.

To work in close collaboration with the Headteacher and take a major role in whole school development:

- Formulating and actively supporting the vision, ethos and policies of the school and promote high levels of achievement throughout
- To take a leading role in raising standards, improving quality of teaching and staff development across the school
- In partnership with the Headteacher, monitor the quality of teaching and children's progress and attainment across the school.
- To support and deputise for the Headteacher where necessary to manage the day to day organisation of the school
- Through Leadership Team meetings, contribute to the school's organisation and overall strategy of the school
- To report to and work in collaboration with the Governing Body on issues of school improvement

The Deputy Headteacher will be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

### General Duties and Responsibilities

- To be an active member of the school Leadership Team and to play a significant role in partnership with the Headteacher in reviewing whole-school policies and practice
- Act as "critical friend" and provide effective professional challenge and support to the Leadership Team
- To assume responsibility for particular aspects of the school's functioning
- To play a full part in developing further equal opportunities in the school
- To promote a positive image of the school and the achievements of its pupils
- To share the responsibility with all staff for the safety and well-being of all
- To support the development of behaviour for learning, including the implementation of the school's behaviour policy.
- To maintain overall responsibility for the pastoral care of pupils across the school.

### Teaching and Learning

- Establish a culture of 'open classrooms' as a basis for exemplifying and sharing best practice across the school
- To model, coach and team teach alongside colleagues to develop highly effective practice, such as effective, engaging teaching, modelling new concepts, classroom management and discipline
- Model positive behaviour management and restorative approaches to managing conflict
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- To monitor all aspects of the curriculum alongside the Headteacher and SLT.
- Work with other professionals (both internally and externally) to ensure the use of comparative data and pupils' prior attainment, to establish benchmarks and set targets for and direct rapid improvement
- Develop and implement action plans to inform and address areas for improvements
- To take a lead role in planning, implementing and evaluating a broad and relevant curriculum
- To liaise with Phase Leaders and other members of the SLT to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils.

## Staff Management and Development

- To lead INSET for teachers and support staff on a range of issues relevant to teaching and learning
- To keep up to date with developments in education and have a good knowledge of education systems locally, nationally and globally
- To assist in the recruitment, induction and mentoring of staff
- To identify emerging talents, coaching current and aspiring leaders
- To demonstrate a commitment to his/her own continuing professional development
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- To take a lead role in assessing the professional development needs of staff
- As a member of the Leadership Team, share whole school responsibility for the pastoral care of pupils and staff
- Ensure staff are well informed about all aspects of school life in order to promote good communication and high morale
- Lead by example and encourage the practice of working as a strong team.
- Ensure that a professional demeanour and positive attitude is maintained by all staff

## Leadership Responsibilities

- To be actively involved in the ongoing School Development Plan and arrangements for its evaluation in terms of its effect on school improvement and raising standards
- To support Phase Leaders and other members of the SLT to analyse assessment information in order to ensure consistent and accurate judgements of pupil performance
- To present coherent and accurate accounts of pupil and team performance in a form appropriate to a range of audiences, including Governors, the Trust, the local community, and OfSTED.
- Implement and develop systems for appraising the performance of all staff, addressing under-performance and supporting staff to improve
- To work in partnership with the Headteacher in developing the effective distribution of leadership throughout the school
- To organise and lead whole school assemblies and events as necessary
- To support the development of an outward-facing school which works effectively with other schools and organisations, parents and the local community to secure excellent experiences and outcomes for all pupils
- Be a strong advocate for change by modelling entrepreneurial and innovative approaches to school improvement and leadership.

## Administrative Responsibilities

- Be aware of and respond appropriately to any health and safety, Child Protection and Safeguarding issues raised by staff, children, families or the community
- Ensure that you remain up to date on developments and issues with regard to the leadership and curriculum of the school
- Take on any additional responsibilities that might from time to time be determined by the Headteacher, as consistent and reasonable to your job duties, including deputising for the Headteacher in their absence.

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the Headteacher and Postholder.

## Deputy Headteacher

### Person Specification

You should use this Person Specification as a guide for aspects to be covered in your application after reading the Job Description

#### Educational Qualifications

Candidates should have:

- Qualified Teacher Status E
- Appropriate leadership training. D

#### Experience

Candidates should have:

- A number of years of Primary School teaching experience, including demonstrable, highly effective performance as a class teacher E
- Successful and varied experience teaching across the entire primary age range including Foundation Stage, Key Stage 1 and Key Stage 2 D
- Relevant experience of successful leadership at a whole school level E
- Taken a lead on curriculum development or other teaching initiatives that have contributed to raising educational standards E
- Promoted, organised and led staff training and development within the specified area/s E
- Experience in resource, budgetary and personnel management. D

#### Job Related Knowledge, Aptitude and Skills

Candidates should have:

- In-depth subject knowledge and experience of teaching to the requirements of the primary curriculum E
- Sound knowledge of current educational issues, developments and pedagogy E
- Secure understanding of the barriers to effective learning and strategies to both support and challenge E

- The ability to evaluate provision of the school and plan a strategy for its development E
- A clear understanding of school improvement issues E
- The ability to determine priorities and manage time effectively E
- Knowledge of and potential to build positive and effective programmes for staff development, in particular, developing coaching and mentoring E
- The ability to establish effective working relationships with all members of the school community E
- Skills in resource and budgetary management D
- The ability to communicate effectively, both orally and in writing, with individuals and groups E
- An understanding of, and a commitment to, high quality, inclusive and nurturing education E
- The ability to use appropriate technology to support teaching and management. E

### Personal Qualities

Candidates should have:

- The potential for creative and innovative educational leadership E
- The capacity to project and sustain a positive attitude and approach E
- The capacity to be flexible in working practices E
- The ability to use initiative when problem solving E
- The ability to work independently and as part of a team E
- The ability to manage, organise and motivate staff with diplomacy, sensitivity and good humour E
- A commitment to personal and professional development E
- An enthusiasm and energy for teaching E
- A passion for supporting all children to achieve their potential. E

### Equal Opportunities

Candidates should have:

- A commitment to equal opportunities policy and practice E



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Headteacher: Mr D Jones  
[www.thongsleyfields.org](http://www.thongsleyfields.org)

- The ability to demonstrate that they have actively fostered equal opportunities in their own work. E

Specification Criteria: E – Essential D – Desirable

**Prospective candidates are strongly advised to make an appointment to visit our school and talk informally about the role advertised.** This is an exciting and unique opportunity to help shape the future development of our school community alongside the successful candidate's own professional development.

