

Ivy Chimneys Primary School

Job Description: Deputy Head Teacher

Job details

Pay Scale: L7-11 Fringe Area

Contract type: full-time, permanent

Main purpose

The Deputy Head Teacher, under the direction of the Head Teacher, 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, sharing in an overview of the curriculum across the primary range
- Supporting and complementing the skills and expertise of the Head Teacher.

Duties and responsibilities

Qualities and knowledge

Under the direction of the Head Teacher:

- Communicate the school's vision compellingly and support strategic leadership
 - Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
 - Build positive relationships with all members of the school community, showing positive attitudes to them
 - Keep up-to-date with developments in education, and have a good knowledge of education systems locally, nationally and globally
 - Support with the day-to-day management of the school
 - Work with political and financial astuteness, translating policy into the school's context
 - Seek training and continuing professional development to meet own needs
 - If the Head Teacher is absent, the Deputy Head Teacher will deputise, as directed by the governing board. The Deputy Head Teacher will also be expected to fulfil the professional responsibilities of a Head Teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).
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Pupils and staff

Under the direction of the Head Teacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Supporting the Head Teacher with the personal development, pastoral care, welfare and discipline and of all pupils.
- Work with the Head Teacher and governors to recruit staff of the highest quality.
- Support the Head Teacher in the deployment, supervision and welfare of all staff.
- Ensure excellent teaching in the school, including through training and development for staff.
- Establish a culture of 'open classrooms' as a basis for sharing best practice.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Identify emerging talents, coaching current and aspiring leaders.
- Hold all staff to account for their professional conduct and practice.

Systems and processes

Under the direction of the Head Teacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the governing board, as appropriate.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources, including with regard to the school premises and its management.
- Support distribution of leadership throughout the school.

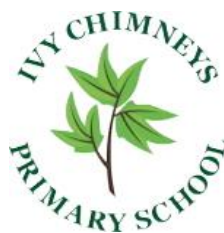
The self-improving school system

Under the direction of the Head Teacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils, as part of the Epping Forest Schools Partnership Trust.
- Develop effective relationships with fellow professionals.
- Model entrepreneurial and innovative approaches to school improvement and leadership.
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The Deputy Head Teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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 Deputy Head Teacher will carry out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.



Ivy Chimneys Primary School

Person Specification: Deputy Head Teacher

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Experience in teaching across the Primary age-range • Involvement in school self-evaluation and development planning • Line management experience • Positive contributions to staff development • Successful management of a curriculum area and the resulting impact on pupil outcomes • Working successfully in partnership with parents and the rest of the community
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Appropriate strategies to manage the pupil behaviour • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Awareness of current education issues and developments • Strong understanding of the National Curriculum framework, national strategies and assessment • Good understanding of the OFSTED framework procedure and process • Strategies for improving school improvement and raising the standard of achievement
Personal qualities	<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

Notes:

This job description may be amended at any time in consultation with the post-holder.