

JOB DESCRIPTION

Job Title: *Deputy Headteacher*

Responsible to: Headteacher

KEY AREAS OF RESPONSIBILITY

The Deputy Headteacher will work with the Headteacher, governors and other leaders to:

- **Develop the school ethos, culture and shared values as set out in the school's vision and aims**
- **Ensure high levels of achievement for all pupils**
- **Develop and maintain effective teaching and learning**
- **Maintain high standards of behaviour for learning**
- **Ensure effective safeguarding for all members of the school community**

Ethos:

To work with the Headteacher to:

- a) promote a positive ethos in which individuals feel valued and where personal endeavour and responsibilities are encouraged;
- b) ensure the school fulfils its vision and strategic objectives, through actively seeking information (analysis of data/gathering feedback) from all members of the school community;
- c) maintain high morale and confidence, setting an example of professional standards;
- d) maintain a high standard of behaviour, supported by policies and practices which promote resilience, independence and a responsible attitude;

Leadership and Management:

To be an effective leader within the Senior Leadership Team to:

- a) monitor and evaluate the school's performance;
- b) lead and drive improvements in the quality of education provided;
- c) strategically plan for improvement, ensuring that strategic plans (SIP, SDP) are implemented and evaluated and support the work of others with responsibility for strategic planning, e.g. subject leaders, teaching & learning year leaders;
- d) make a full contribution to support and review all policies and monitor their implementation;
- e) continue to develop the leadership skills and the leadership potential of other colleagues;
- f) support the Headteacher to identify and celebrate success, as well as holding others to account, through the effective performance management of all staff;
- g) undertake as necessary, the full range of professional duties of the Headteacher in the event of their absence from school.

Pupils:

To work with the Headteacher and other leaders to:

- a) ensure the highest standards of achievement for all pupils at all levels of ability through high expectations and a curriculum designed to challenge and stimulate;
- b) ensure effective management of pupil behaviour throughout the school;

- c) be a Champion for those pupils who are eligible for Pupil Premium funding;
- d) foster positive pupil transition arrangements with partner schools;
- e) promote and support the positive benefits of living within a culturally and ethnically diverse society.

Teaching & Learning:

To lead on a robust and rigorous programme of monitoring to:

- a) promote and ensure the development of effective classroom practice by example or through the provision of professional development or feedback from monitoring activities;
- b) promote and facilitate teamwork and the development of leadership throughout the school;
- c) mentor and induct new colleagues into their role;
- d) teach classes throughout the school as needed in case of teacher absence;
- e) ensure that the school's Equal Opportunities Policy is followed.

Curriculum:

Where required by the Headteacher, to:

- a) lead, develop and monitor through regular review, a broad, balanced and flexible curriculum, ensuring all statutory requirements are fulfilled alongside the aims of the school;
- b) ensure progression and continuity of the curriculum throughout the school and that there are appropriate assessment procedures in place;
- c) To lead and manage a curriculum responsibility within the school.

Deputy Designated Safeguarding Lead Responsibilities:

- a) To support the school's Designated Safeguarding Lead for safeguarding and child protection within the school, assisting the Lead to act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.
- b) Be familiar with, understand and apply the school's Child Protection Policy appropriately.
- c) Refer cases (or support staff making referrals)
 - i. of suspected abuse to the local authority children's social care
 - ii. where there is a radicalisation concern to the Channel programme.
- d) Refer cases to Disclosure and Barring Service or Police as required
- e) Liaise with the Designated Safeguarding Lead/Headteacher, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns.
- f) Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.
- g) Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Appendix B) as amended from time to time.
- h) Assist the Designated Safeguarding Lead with raising awareness of child protection policies as appropriate in line with Keeping Children safe in Education (Appendix B) as amended from time to time.
- i) Provide cover for the Designated Safeguarding Lead as required.

January 2018

Great Bradfords Junior School

Deputy Headteacher – Person Specification

Educational Qualifications and Training	
Essential	Qualified Teacher Status Degree or equivalent
Desirable	Evidence of further study Evidence of responsibility for own professional development
Experience	
Essential	Varied experience and understanding of teaching and learning across the primary age range Previous recent experience in a senior leader or middle manager role in a primary school Experience of data analysis Responsibility for developing, monitoring and evaluating an aspect of school provision Experience of leading and managing people Experience of contributing to self evaluation and school improvement Experience of leading training and other staff development activities
Desirable	Experience of teaching in more than one key stage Experience of working in at least two schools Experience of coaching and mentoring Experience of working with governors, parents and the wider community Experience of performance management
Knowledge and Understanding	
Essential	A proven track record as a highly effective practitioner Knowledge of the curriculum for all Key Stages in the Primary sector and experience of effective transition practices from one Key stage to another In-depth knowledge of curriculum development and effective pedagogy Sound understanding of assessment, recording and reporting Understanding of strategies for school improvement planning and implementation Knowledge of how the effective use of data and target setting can raise standards Up-to-date knowledge and understanding of current educational issues
Desirable	Evidence of highly effective teaching in more than one year group Subject Leadership of either English or Mathematics Knowledge of DfE data reports
Personal and Professional Skills, Qualities and Attributes	
Essential	Build and maintain effective relationships with adults and children Think strategically to create a coherent school vision Inspire, challenge, motivate and empower others to carry the vision forward Demonstrate personal enthusiasm and commitment to the leadership process Foster an open, fair and equitable culture Manage conflict effectively and fairly Prioritise, plan and organise themselves and others Think creatively to anticipate and solve problems Listen to and reflect on feedback and develop effective teamwork Demonstrate an ability to communicate to a range of audiences