

A decorative graphic featuring three blue circles of varying sizes and two thin blue lines. One line starts from the top left and extends towards the middle circle. Another line starts from the top right and extends towards the bottom right circle. The circles are semi-transparent blue.

Woodham Ley Primary School

Deputy Headteacher

Please find attached:

- Covering letter by the Headteacher
- Person specification
- Job description

Woodham Ley Primary School

Letter from the Head

Dear prospective candidate,

On behalf of Woodham Ley Primary School, I would like to thank you for your interest in the post of Deputy Headteacher. This is an excellent opportunity to join our wonderful school and to play a key role in shaping the provision of education for our children.

Woodham Ley Primary School has been a well-respected community school for many years. We are a one-form entry school (210 pupils), with an attached Pre-School, and we are known for our warm and welcoming atmosphere where every child is valued and included as an individual.

We have created a school where the children are at the heart of everything we do and our staff work hard to ensure their needs are met so that everyone can be the best that they can be.

Our team of dedicated teachers and support staff nurture a love for learning and, as a consequence, our children's behaviour and attitudes to learning are exceptional.

If you feel you have the skills, drive and ambition to take on this role, then please do come and visit us. You will be made to feel very welcome and will be able to see, at first-hand, what an exciting opportunity this position offers.

To arrange for a visit, please contact the school office.

I look forward to meeting you soon.

Yours sincerely



Dave Walton
Headteacher

Woodham Ley Primary School

Job Description

Deputy Headteacher

Woodham Ley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Post:	Deputy Headteacher Class teacher Curriculum Subject Leader Deputy Designated Safeguarding Lead
Responsible to:	Headteacher
Salary Scale:	LS4 – LS9

Core Purpose

The Deputy Headteacher shall play a major role under the overall direction of the headteacher in:

- (a) formulating the aims and objectives of the school;
- (b) establishing the policies through which they shall be achieved;
- (c) managing staff and resources to that end; and
- (d) monitoring progress towards their achievement;

The Deputy Headteacher shall undertake any professional duties of the Headteacher reasonably delegated to him/her by the headteacher.

Principle Accountabilities

Management

Working with the Headteacher to:

- Create and communicate a shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the needs of the school and its community.
- Translate the vision into clear objectives that promote and sustain school improvement.
- Ensure that the school moves forward for the benefit of all its pupils and their community.
- Motivate and inspire stakeholders to create a strong, shared culture of learning within an inclusive environment.

- Ensure that the school and its resources are organised and managed to provide an efficient, effective and safe learning environment.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately.
- 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.

Safeguarding

Fulfil personal responsibilities, and support the headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals
- Take responsibility as the Deputy Designated Safeguarding Lead
- Operating safer recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Operating and monitoring clear policies for dealing with allegations against people who work with children. .

Specific Duties

Teaching

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.
- Whole school organisation, strategy and development
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, safety and discipline

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

Management of staff and resources

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.

- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

Professional development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate effectively with pupils, parents and carers.
- Working with colleagues and other relevant professionals
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Woodham Ley Primary School

PERSON SPECIFICATION

Deputy Headteacher

Personal Qualities including:

Qualifications and Experience Requirements

- QTS (Qualified Teacher Status)
- Evidence of exemplary classroom teaching.
- Recent full time teaching experience in Primary School setting
- Evidence of regular and appropriate professional development
- Evidence of recent leadership experience
- Evidence of recent senior management experience demonstrating a substantial contribution to:
 - Developing and implementing a school ethos
 - Planning, developing, monitoring and assessing the whole school curriculum.
 - Raising standards through the systematic target setting and monitoring.
 - Experience of leading CPD
 - Experience of implementing school improvement initiatives based on evidential research

Leadership and Management - Deputy Headteachers should be able to demonstrate their knowledge, experience and understanding of:

- Collaborative and flexible leadership in close partnership, covering:
 - Planning, development and monitoring whole school curriculum provision
 - Planning strategically and operationally
- Effective management, decision making and organisational skills, including;
 - Communication skills (oral and written)
 - Consultation and negotiation skills
 - Ability to delegate
 - Ability to motivate staff and pupils
- Interpersonal skills which demonstrate an ability to develop and maintain excellent relationships with all of the school community and partners
- Active and effective internal school liaison work, including the promotion and development of team working
- To plan and make decisions that take full account of equal opportunities
- Performance review: a sharp focus on school self-evaluation, with particular regard to assessment and pupil progress.
- Communication strategies both within and beyond the school
- New technologies, their use and impact
- Strategies to encourage parents and carers to support their children's learning

Leading teaching and learning

- Strategies to raise attainment and achieve excellence
- Strategies to ensure inclusion, diversity and access
- Strategies to develop effective teachers
- Models of learning and teaching
- Principles of effective teaching and assessment for learning
- Models of behaviour and attendance management
- Curriculum design and management

Securing accountability

- Data collection and analysis tools
- Performance monitoring and evaluation techniques
- Use of a range of tools (including performance data) to support, monitor, evaluate and improve aspects of school life, tackling underperformance where it presents itself.

Safeguarding and promoting the welfare of children

- Awareness, understanding and successful experience of:
 - Addressing the ECM agenda and possessing up to date knowledge and understanding of national and local safeguarding guidance
 - Developing and ensuring a safe and supportive school culture
 - Developing and introducing policies and practises that minimise opportunities for abuse or ensure its prompt reporting.