



## **Lincewood Primary School: Deputy Headteacher Job Description**

### **Job details**

**Salary:** L9 - 13

**Contract type:** Full-time Permanent

**Reporting to:** Headteacher

**Responsible for:** Quality of Education, Raising standards and Safeguarding

### **Main purpose**

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Establishing the vision, aims and objectives of the school.
- Formulating policies for achieving these aims and objectives.
- Being accountable for securing the highest standards of pupil achievement through being an outstanding practitioner, leadership of identified key school improvement priorities across the school, monitoring and evaluation of pupil achievement and setting targets for improvement.
- Leading, developing and enhancing the teaching practice of others by evaluating, supporting, guiding and target setting supported by the performance management process.
- Being accountable for the strategic leadership and management of identified key school improvement priorities, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies.
- Taking shared lead responsibility for all safeguarding and child protection matters arising at the school and to support other staff in dealing with any child protection concerns that arise, through being a Designated Safeguarding Lead.
- The Deputy Headteacher will deputise in the absence of the Headteacher



## **Duties and responsibilities**

<b>Qualities and knowledge</b>
<p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"><li>• Support with the day-to-day management of the school.</li><li>• Communicate the school's vision compellingly and support strategic leadership.</li><li>• Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.</li><li>• Build positive relationships with all members of the school community, showing positive attitudes to them.</li><li>• Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.</li><li>• Work with political and financial astuteness, translating policy into the school's context.</li><li>• Seek training and continuing professional development to meet own needs.</li></ul>
<b>Pupils and staff</b>
<p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"><li>• Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.</li><li>• Ensure excellent teaching in the school, including through training and development for staff.</li><li>• Establish a culture of 'open classrooms' as a basis for sharing best practice.</li><li>• Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.</li><li>• Identify emerging talents, coaching current and aspiring leaders.</li><li>• Hold all staff to account for their professional conduct and practice.</li></ul>
<b>Systems and processes</b>
<p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"><li>• Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.</li><li>• Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behavior.</li><li>• Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.</li><li>• Work with the governing board, attending meetings and providing information and advice regarding specific areas of responsibility.</li><li>• Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.</li><li>• Support distribution of leadership throughout the school.</li><li>• Support in ensuring the school is compliant with the requirements of data protection legislation.</li></ul>



### **The self-improving school system**

Under the direction of the Headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils.
- 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.

### **Designated Safeguarding Lead**

- Act as a Designated Safeguarding Lead in issues in child protection and safeguarding, maintain up to date knowledge and act in accordance with the school / local authority and statutory legislation. (Please see attached Designated Safeguarding Lead job description.)
- Take responsibility for understanding and following school safeguarding policies and procedures.
- Take responsibility for keeping up to date about national safeguarding requirements.
- Manage child protection referrals in liaison with the Headteacher.
- Lead related staff training and ensure documentation and procedures reflect current legislation and best practice.
- Ensure appropriate child protection plans are developed and regularly reviewed.

**The Deputy Headteacher will be required to undertake any activities requested by the Headteacher or the Governing Body that are commensurate with the responsibilities of this role.**