

JOB DESCRIPTION AND PERSON SPECIFICATION

# Deputy Executive Headteacher

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# Job description: Deputy Executive Headteacher

## Job details

<b>Location:</b>	Millhouse Primary School, Basildon (with Federation-wide responsibility)
<b>Salary:</b>	Leadership Scale (Group 4 school with extra Federation numeration)
<b>Contract Type:</b>	Full-time, Permanent
<b>Reporting to:</b>	Board of Governors and Local Advisory Board]
<b>Responsible for:</b>	Millhouse Primary School and Nursery employees

## Main purpose

The Deputy Executive Headteacher will:

- › Serve as the leader of Millhouse Primary School, driving excellence in teaching, learning and pupil outcomes.
- › Work closely with the Executive Headteacher to provide strategic leadership across the Federation.
- › Support the Executive Head Teacher in developing and implementing the school's vision, values and strategic direction.
- › Work closely with other senior leaders across the federation to ensure consistency in policies, curriculum and school improvement strategies.
- › Act as a key decision-maker in the absence of the Executive Head Teacher.
- › Lead on specific school improvement projects or initiatives
- › Provide mentoring and coaching to teachers and support staff across the federation.
- › Support staff recruitment, performance management and professional development.
- › Foster a positive working culture, ensuring staff well-being is a priority.
- › Champion the Federation's vision, values and goals, ensuring consistent standards and fostering collaboration across all schools.
- › Inspire and support a highly skilled team of staff, ensuring all children are safe, happy and nurtured in order to develop a lifelong love of learning.
- › Build strong partnerships with parents, families and external agencies to support pupil achievement.
- › Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community.
- › Establish and oversee systems, processes and policies so the school can operate effectively.
- › Identify problems and barriers to school effectiveness and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- › Monitor progress towards achieving the school's aims and objectives.
- › Allocate financial resources appropriately, efficiently and effectively.

## Qualities

The Deputy Executive Headteacher will:

- › Share our passion for delivering an exceptional education for every child.
- › Be well-qualified, with extensive experience in primary education and senior leadership.
- › Have a proven track record of driving whole-school excellence in attainment and progress.
- › Thrive on collaboration and teamwork.
- › Demonstrate outstanding interpersonal, organisational and communication skills.
- › Be committed to inclusivity and creating an ambitious, nurturing environment for all learners.
- › Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- › Build positive and respectful relationships across the school community.
- › Serve in the best interests of the school's pupils.

## Duties and responsibilities

### School culture and behaviour

The Deputy Executive Headteacher will:

- › Provide energy and direction to drive improvement and excellence throughout Millhouse Primary School and the Federation.
- › Ensure all pupils and staff experience the best opportunities to grow and thrive.
- › Foster a sense of community, celebrate diversity and encourage respect among pupils and staff.
- › Lead by example, demonstrating integrity, confidence, kindness, creativity, focus, and resilience.
- › Maintain the overall organisation, management and conduct of Millhouse Primary School, ensuring high standards are achieved.
- › Uphold and further develop a strong safeguarding culture.
- › Create a culture where pupils experience a positive and enriching school life.
- › Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- › Ensure a culture of staff professionalism.
- › Encourage high standards of behaviour from pupils, which are built on rules and routines that are understood by staff and pupils and are clearly demonstrated by all adults in school.
- › Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

### Teaching, curriculum and assessment

The Deputy Executive Headteacher will:

- › Establish and sustain high-quality teaching across all subjects and phases.
- › Ensure teaching is underpinned by subject expertise.
- › Effectively use formative assessment to inform strategy and decisions.
- › Ensure the teaching of a broad, structured and coherent curriculum.
- › Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- › Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- › Ensure the use of evidence-informed approaches to Reading, so that all pupils are taught to read.

## **Additional and special educational needs (SEN) and disabilities**

The Deputy Executive Headteacher will:

- › Promote a culture and practices that enables all pupils to access the curriculum.
- › Have ambitious expectations for all pupils with SEN and disabilities.
- › Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- › Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

## **Managing the school**

The Deputy Executive Headteacher will:

- › Ensure staff and pupils' safety and welfare, through effective approaches to safeguarding, as part of a duty of care.
- › Manage staff well with due attention to workload.
- › Ensure rigorous approaches to identifying, managing and mitigating risk.

## **Professional development**

The Deputy Executive Headteacher will:

- › Ensure staff have access to appropriate, high standard professional development opportunities.
- › Keep up to date with developments in education.
- › Ensure training and continuing professional development is effectively planned, delivered and evaluated.
- › Make sure professional development opportunities draw on experts both within and beyond the school.
- › Seek training and continuing professional development to meet the needs of all staff members.

## **Governance, accountability and working in partnership**

The Deputy Executive Headteacher will:

- › Understand and welcome the role of effective governance, including accepting responsibility.
- › Ensure that staff understand their professional responsibilities and are held to account.
- › Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- › Work successfully with other schools and organisations.
- › Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

## **Other areas of responsibility**

- › Work closely with the Executive Headteacher to provide strategic leadership across the Federation.
- › Support leadership teams across the Federation.

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 Executive Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.