

ST. MARY'S, PRITTLEWELL, C OF E (AIDED) PRIMARY SCHOOL- JOB DESCRIPTION



JOB TITLE Deputy Headteacher Teaching and Learning

GRADE: L10-15

Responsible to: The Headteacher

Main Purpose The deputy headteacher, under the direction of the headteacher, 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
- Deputise for the Headteacher as required
- Fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD)

Qualities

In deputy headship you will:

- 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
- Demonstrate selflessness, integrity, objectivity, accountability, openness, honesty and leadership by example
- Value the contribution within and by the core leadership team

PRIME AREAS OF RESPONSIBILITY

School Culture, Vision and Ethos

- Play a full part in the life of the school community, to support the school's vision, our Christian Core Values and ethos and to encourage staff, pupils and parents to follow this example.
- Support the religious life of the school and its legal requirements for collective worship.
- Work alongside the senior leadership team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life
- Uphold 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, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Support the vision, ethos and policies of the school and promote high levels of achievement throughout the school

Whole School Development

- Actively support the Headteacher and staff in the promotion and achievement of the aims and objectives of the school

- To take a leading role in raising standards, improving the quality of teaching and staff development
- In partnership with the Head, Deputy and Assistant Headteachers, monitor the quality of teaching and children's progress and attainment across the school
- To support the Headteacher to manage the day to day organisation
- Through Leadership Team meetings, contribute to the school's organisation and overall strategy of the school
- Report to Governors as appropriate

General Duties and Responsibilities

- To work in close collaboration with the Headteacher and Senior Leadership Team in whole school development
- To assume responsibility for particular aspects of the school's functioning
- To be a member of the school leadership team and to play a significant role in partnership with the Headteacher and Senior Leadership Team in reviewing whole-school policies and practice
- To play a full part in developing further equal opportunities in the school
- To promote a positive image of the school and the achievements of its pupils
- To deputise for the Headteacher in the day-to-day management of the school as required
- To share the responsibility with the Headteacher, and fellow members of the Senior Leadership Team for the safety of the children
- To support the development of behaviour for learning, including the implementation of the school's positive relationship policy

Teaching and Learning

- Exemplify and share best practice across the school.
- Ensure that constructive working relationships are formed between staff and pupils
- Assist in maintaining high standards of achievement and behaviour both from staff and pupils
- Contribute to the organisation, implementation and evaluation of the curriculum
- Contribute to the development of effective links with the community, including business and industry, to extend the curriculum and enhance teaching and learning
- Maintain an effective partnership with parents to support and improve pupils' achievement and development
- Deal with parental concerns and complaints which have not been resolved by the Class Teacher or Senior Teacher
- To jointly lead the whole staff team in developing further a strong learning culture that has high expectations of work and behaviour at its centre.
- To model and team teach alongside colleagues to develop highly effective practice, such as effective adaptive teaching, modelling new concepts and effective classroom management
- Model positive behaviour management and Restorative Approaches to managing conflict
- To monitor all aspects of the curriculum with the Headteacher and SLT

Impact on Educational Progress

- Ensure termly data scrutiny meetings take place
- Identify appropriate attainment and/or achievement targets

- Monitor pupil standards and achievement against annual targets
- Monitor planning, curriculum coverage and learning outcomes
- Monitor assessment, record-keeping and reporting
- Oversee the administration and organisation of end of KS2 tests.
- Monitor standards of pupil behaviour and application
- Lead evaluation strategies to contribute to overall school self evaluation
- Plan and implement strategies where improvement needs are identified
- Ensure that relevant attainment/achievement targets are met
- Oversee the effective use of intervention strategies
- Undertake termly pupil progress reviews in liaison with the SLT and provide written reports to Headteacher

Working with teachers and senior teachers:

Leading, Developing and Enhancing the Teaching Practice of Others

- Maintain personal expertise and share this with other teachers
- Act as a role model of good classroom practice for other teachers, modelling effective strategies and supporting them as appropriate
- Monitor and evaluate standards of teaching, identifying areas for improvement
- Monitor and evaluate the quality of teaching and the standards of learning and achievement of all pupils in order to set and meet challenging, realistic targets for improvement
- Plan and implement strategies to improve teaching where needs are identified

Staff Management and Development

- To support all teaching and support staff.
- Contribute to the training and professional development of staff
- To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
- To assist in the recruitment, selection, induction and development of staff
- To demonstrate a commitment to his/her own continuing professional development and that of all staff
- To take a lead in assessing the professional development needs of staff
- To lead in planning, implementing and evaluating a broad and balanced curriculum
- As a member of the Leadership Team, share whole school responsibility for the pastoral care of pupils and staff
- Ensure staff are well informed of all aspects of school life in order to promote good communication and high morale
- Encourage the practice of working as a team.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals ensuring clear delegation of tasks and responsibilities
- Arrange timetables and duty rotas

Leadership & Management

- To be actively involved in the ongoing School Development Plan and arrangements for its evaluation in terms of its effect on school improvement and raising standards
- To support the Headteacher in appraisal of staff
- To work in partnership with the Headteacher and Senior Leadership Team in developing appropriate management structures in the school
- To deliver collective worship

- To present at Governing Body meetings, and to work in collaboration with the Governing Body
- To play a full part in developing further and enhancing relationships between the school, parents, external agencies and the local community

Our Flourishing School Community

- To successfully contribute to the development of the school as a flourishing community that serves the needs of pupils, parents, staff, governors and the wider public.
- To support and develop equal opportunities for all members of the school community.

General Responsibilities

- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager.
- To undertake any training commensurate with the post
- The duties above are neither exhaustive nor exclusive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
- The job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out above

The duties may be varied to meet changed circumstances in a manner compatible with the post held.



St. Mary's, Prittlewell, Church of England Primary School



Person Specification: Deputy Headteacher Teaching and Learning

Qualifications	<ul style="list-style-type: none">• Qualified Teacher Status• Evidence of further training in leadership and management (e.g. NPQSL)
Knowledge, Teaching and Learning	<ul style="list-style-type: none">• An outstanding classroom teacher who is able to model excellent practice• Can achieve excellent progress with pupils• High expectations of pupils, staff, and self• Positive management of pupil welfare and behaviour• Ability to reflect upon own practice and learn accordingly• Commitment to the involvement of parents in their children's learning and welfare• Ability to demonstrate knowledge of current curricular and educational issues/relevant legislation• Clear knowledge and understanding of assessment and monitoring procedures and ability to implement these• Commitment to inclusion and equality of access to educational provision for all children• Clear understanding of what is effective teaching and learning• Innovative and creative approach to teaching and learning
Experience	<ul style="list-style-type: none">• Experience across the primary age range• Proven record of successful classroom teaching• Proven record of successful experience as a senior leader or Deputy Headteacher• Liaison with external agencies
Leadership	<ul style="list-style-type: none">• Ability to lead colleagues by example• Proven leadership and management skills• A clear vision of excellence in education• A proven ability to raise educational standards and a commitment to high standards of achievement• Understanding of school improvement planning• Understanding of the strategic role of the Governing Body and ability to work effectively with Governors• Ability to offer leadership, training, coaching and support to staff• Contribute effectively to the improvement of the school• Monitor and evidence the impact of implementation• Accurate and perceptive skills in monitoring and evaluation

	<ul style="list-style-type: none"> • Effective management of day-to-day issues • Lead through strong team-working and collegial practice • Model effective practice in curriculum leadership and review • Effective subject knowledge of the Early Years Framework and National Curriculum • Experience of leading projects successfully in the school, evidencing progress made by learners • Ability to achieve a healthy work-life balance • To remain calm, professional and objective under pressure • Excellent working knowledge of child protection procedures • Willingness and ability to work with other professionals and staff from other educational establishments. • Commitment to the Christian vision, ethos, values and distinctiveness of the School as a Church School • A commitment to the protection and safeguarding of young people and an up to date knowledge of Child Protection procedures • Knowledge of current Health and Safety Regulations • Ability to work effectively with St Mary's Church, Prittlewell
<p>Personal Characteristics</p>	<ul style="list-style-type: none"> • Enthusiastic with personal drive and a commitment to excellence • Hard-working and a good team player • Ability to promote a positive ethos and outstanding, respectful behaviour throughout the school • Strong interpersonal and communication skills • Adaptable and flexible approach • Well organised and able to manage time effectively, to delegate, to prioritise and to meet deadlines • Ability to recognise and utilise staff strengths • Ability to build, support, inspire, motivate and work as part of a high performing team • Ability to value and support members of staff, promoting open and honest communication • Ability to inspire children