



The Hawthorns Primary School

Job Description

Job title: Deputy Headteacher

Salary: L6 - L10

Contract type: Full-time, permanent

Reporting to: Headteacher

Responsible for: Part-time teaching commitment in one or more year groups; leadership responsibilities for the whole school/phase, a core subject, assessment, curriculum development and performance management of staff; manage the day to day running of the school, the school calendar and the organisation of cover for staff absence.

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.
- Taking responsibility for curriculum development.
- Monitoring progress towards the achievement of the school's aims and objectives.
- Raising standards of achievement for all pupils.
- Carrying out the professional duties of a teacher as required.
- Taking responsibility for safeguarding and child protection as the Designated Safeguarding Deputy.
- Taking responsibility for promoting and safeguarding the welfare of children and young people within the school.
- Taking full responsibility for the school in the absence of the Headteacher.

The Deputy Headteacher will carry out the duties of this post as set out in the current *School Teachers' Pay and Conditions Document* (STPCD), including the conditions of employment for Deputy Headteachers and the school's own policy.

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

Duties and responsibilities

Qualities and knowledge

Under the direction of the Headteacher:

- Support the day-to-day management of the school.
- Communicate the school's vision compellingly and support strategic leadership in partnership with the Headteacher and Governors.
- Deputise for the Headteacher at Governing Body Committees.
- Play a leading role in the school improvement and school self-evaluation process.
- Lead by example, holding and articulating clear values and moral purpose, and focus on providing an excellent education for all pupils.
- Lead the implementation and management of change initiatives.
- Promote a culture of inclusion within the school community, where all views are valued and taken into account.
- Build positive relationships with all members of the school community.
- Lead strategic planning, learning and teaching of a core subject.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Work with political and financial astuteness, translating policy into the school's context.
- Seek training and continuing professional development to meet own needs.

Pupils and staff

Under the direction of the Headteacher:

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- Work with the Headteacher to demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning throughout the school, including lesson observations to ensure consistency and quality.
- Ensure excellent teaching in the school, including through training and development for staff.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Hold all staff to account for their professional conduct and practice.
- Assist in promoting and developing an environment which identifies and supports children with special educational needs liaising with external agencies and parents/carers as appropriate.

Systems and processes

Under the direction of the Headteacher:

- Make sure that the school's systems, organisation and processes are well considered, efficient and fit for purpose so that the statutory requirements are being met and improved-on where appropriate.
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication.
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.

- Working with the Headteacher, undertake key activities related to professional and personnel/HR issues.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Work effectively with the Governing Board.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Ensure that the school environment is safe and secure, meeting the needs of the curriculum, staff, pupils, visitors and Health and Safety Regulations.
- To undertake any professional duties, reasonably delegated by the Headteacher.

Developing self and others

- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/students/volunteers in the school.
- Organise and support the induction of staff new to the school, including NQTs, and those being trained within the school.
- Support the development of collaborative approaches to learning within the school and beyond.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- Lead the annual appraisal process for all identified support and teaching staff.
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.
- Collaborate with the Wokingham Town West schools, the SLA and other schools as appropriate.
- Liaise with the officers of the Local Authority in the discharge of its functions in order to ensure that good school/Local Authority relations contribute to the effectiveness of the school.

Strengthening community

- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
- Develop and maintain contact with all specialist support services as appropriate.
- Promote the positive involvement of parents/carers in school life.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Strengthen partnership and community working.
- Promote positive relationships and work with colleagues in other schools and external agencies.
- Be an active member of the PTA, encouraging informal links between staff and parents.
- Liaise with staff of feeder and secondary schools as appropriate.
- Ensure the high profile of the school through good public relations and use the media when appropriate.
- Promote effective links with the whole school community and the wider business community.
- Support the production and annual update of the school prospectus.

The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this job description 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 Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree • Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none"> • At least five years teaching experience, in two different primary schools. • Involvement in school self-evaluation and development planning. • Line management experience. • Experience of contributing to staff development. • Evidence of major whole school responsibilities and experience of turning policy into effective and successful practice. • Evidence of successful leadership and management of a significant area or phase, including responsibility for raising standards across the whole school or phase. • Experience of leading assessment, recording and reporting. • Experience of successfully leading a core subject. • Experience of managing a budget.
Skills and knowledge	<ul style="list-style-type: none"> • A sound understanding of high-quality teaching strategies. • Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate). • Ability to communicate a vision and inspire others. • Effective communication and interpersonal skills to a wide range of audiences (verbal, written and using IT as appropriate). • Data analysis skills to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement. • Be an effective team player that works collaboratively and effectively with others, supporting and motivating them. • Lead and manage staff successfully to achieve agreed goals. • Contribute effectively to the work of the Headteacher and senior leadership team. • Deal successfully with situations that may include difficult conversations and conflict resolution. • Work successfully with a range of external agencies. • Understand school finances and financial management. • Up to date knowledge of statutory regulations and guidance relating to the post.

Personal qualities

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.
- Commitment to equality and inclusivity.
- Commitment to safeguarding and child protection.
- Commitment to ongoing relevant professional self-development.
- Ability to work under pressure and prioritise effectively.
- Commitment to providing a high quality, stimulating whole school learning environment.
- Commitment to maintaining confidentiality at all times.
- Relate positively to and show respect for all members of the school and wider community.

