

Turners Hill C of E Primary School

Deputy Headteacher

Job Description



Stewards of the Earth,

Eager to Learn,

Faithful to God

Post title: Deputy Headteacher
Salary: L2 – L6 Leadership pay scale
Responsible to: Headteacher and Governing Body

N.B. where this job description and other documents included within this recruitment pack reference 'the school' this should be interpreted as Turners Hill CofE Primary School and Turners Hill Tots pre-school.

Job Purpose

In addition to carrying out the professional duties of a teacher, the Deputy Headteacher will play a major role in the leadership of the school. He/she will work in partnership with the Headteacher to create an achievement culture where all children receive a high quality education and there is continuous improvement of standards of achievement. He/she will have particular duties related to the leadership of the school, and in particular assessment.

1. Strategic Direction and Development of the School:

The Deputy Headteacher is a member of the Senior Leadership Team and works with the Headteacher and senior staff to implement the strategic view for the school.

The Deputy Headteacher will:

- Play a major role, under the direction of the Headteacher, in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- Undertake the professional duties of the Deputy Headteacher reasonably delegated to you by the Headteacher
- Undertake the professional duties of the Headteacher, in the event of their absence from the school
- In partnership with the Headteacher and the Senior Leadership Team, provide professional leadership and management of teaching & learning throughout the school

2. Duties & Responsibilities

The Deputy Headteacher will carry out the duties of a school teacher as set out in the Pay and Conditions Document 2011 and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers at Turners Hill CofE Primary School.

In addition to this, the Deputy Headteacher will:

- Facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.
- Work with the Headteacher and Governing Body to develop and implement the school's vision and strategic direction
- Deputise for and support the Headteacher in all aspects of the management of the school
- Assist the Headteacher with staff development and the Appraisal procedures
- Assist the Headteacher with the development and implementation of the School Development Plan
- Provide guidance to staff in implementing the school's policies and schemes of work
- Support the Headteacher in the development of school policies
- Maintain a high profile as an example of best and leading practice within the classroom and foster the high expectations to which the school aspires
- Assist in ensuring that a high standard of education is expected at all times for all children
- Foster good relationships between all staff, parents/carers, volunteers and community members working within the school

3. Shaping the Future:

In collaboration with the Headteacher, the Deputy Headteacher will support in the creation and communication of a shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the needs of the school and its community.

The Deputy Headteacher will:

- Ensure the vision, values and aims of the school are understood, shared, clearly articulated and effectively demonstrated by all in their everyday practise
- Support all staff in achieving the priorities and targets of the school and monitor the progress within this
- Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on school
- Support in ensuring effective communication between all stakeholders, with a particular focus on parents/carers
- Motivate and work with others to create a shared culture and positive climate
- Promote high expectations for attainment and achievement

4. Leading teaching & learning:

The Deputy Headteacher will work with the Headteacher to create and maintain an environment which promotes and secures high quality teaching, effective learning, high standards of achievement and progress and good behaviour and discipline.

The Deputy Headteacher will:

- Take a lead role in assessment and the analysis of data across all phases of the school

- Attend Senior Leadership Team meetings as required, and report back to staff when necessary
- Be a strong advocate for change and champion school improvement
- Convey a positive “can do” attitude, supporting, motivating and inspiring staff to secure successful outcomes of school initiatives
- Establish good relationships, encourage good working practises, support and lead teachers
- Support the appraisal process as required and use the process to develop personal and professional effectiveness
- In partnership with the Headteacher set appropriate expectations for staff in:
 - standards of pupils’ achievements
 - setting clear targets for improving and sustaining pupil progress
 - the quality of teaching and learning
 - delivering agreed policies and guidelines
- Challenge underperformance at all levels and ensure appropriate action is taken to address identified areas for improvement
- Work with the Headteacher to raise the quality of teaching and learning and pupil’s achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives
- Plan, organise and deliver staff meetings, where necessary bringing in outside speakers
- Keep abreast of the latest developments in education
- Recruit and select teaching and support staff

5. Developing self & working with others:

The Deputy Headteacher will work with the Headteacher to build a professional learning community which enables others to achieve.

The Deputy Headteacher will:

- Support staff in achieving high standards through effective continuing professional development
- Support the appraisal process as a tool for school improvement
- Be committed to their own professional development
- Sustain effective, positive relationships with all staff, pupils, parents/carers and governors and the local community
- Work collaboratively with other schools and organisations in order to share expertise and bring positive benefits our school Work with the Headteacher to work collaboratively at both strategic and operational levels with parents and carers and across multi agencies for the well-being of all children

6. Managing the organisation:

The Deputy Head will be an excellent manager who will:

- Work with the Headteacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation
- Work with the Headteacher to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment

7. Securing accountability:

The Deputy Headteacher will support the Headteacher to account for the efficiency and effectiveness of the school to the Governors and others, including parents/carers, staff and the local community.

The Deputy Headteacher will:

- Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents/carers, governors and the DfE; ensuring that pupils enjoy and benefit from a high quality education
- Support the development a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities
- Support the Headteacher in presenting a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others
- Agree, monitor and evaluate pupil progress targets to make a measurable contribution to whole school targets
- Develop and implement rigorous assessment procedures across the school
- Evaluate the quality of teaching and standards of achievement, setting targets for improvement