

Job Description

Job Title:	Deputy Headteacher
Date last reviewed:	October 2023
Grade of post:	L3 - L8
Location:	Sandhills Community Primary
Line Manager:	Headteacher
Disclosure Level:	Enhanced DBS

Job Purpose:

Working closely with the Headteacher, the Deputy Headteacher will provide strategic leadership to drive school improvement and will assume full responsibility for the school in the Headteacher's absence, making informed and well-judged operational decisions as needed

Main Responsibilities:

Strategic direction

- To support and promote the vision and values of the school and promote high levels of achievement.
- Support the creation and implementation of the school improvement plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it
- To work closely with the Headteacher to lead, manage and develop areas of learning according to current improvement priorities to ensure the best experiences and outcomes for all pupils.
- As part of the leadership team, be proactive in evaluating school effectiveness in partnership with all relevant stakeholders
- To contribute to action planning and target setting as appropriate.
- To develop, implement, and review school policies as designated.

Teaching and Learning

- To ensure that the school's curriculum is inclusive, relevant, purposeful, and inspiring through effective implementation and monitoring of standards.
- As part of the leadership team, take a role in raising the quality of teaching and learning across the school through monitoring.
- To work alongside staff in embedding, managing, and monitoring the implementation of whole school assessment procedures.
- To use a range of data effectively to drive improvement at school, subject, cohort and individual student level.
- To keep abreast of both local and national developments in relation to teaching and learning and the primary curriculum

Leading and managing staff

- Support the Headteacher in developing positive working relationships with and between all staff within school
- Support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance to implement plans for school improvement.
- To participate in (and lead where appropriate) school monitoring and self evaluation procedures.
- Develop effective and relevant continuing professional development opportunities for staff and evaluate its impact on whole school attainment..
- To line manage identified members of staff and support the Headteacher in the implementation of the RLT appraisal policy in relation to those members of staff.

Professional responsibilities

- To actively support the safeguarding and well-being of all the community.
- To find creative solutions to tackle challenges in the short/medium/long term
- To take an active role in managing and developing the behaviour of pupils.
- To develop and maintain relationships with external agencies, including the River Learning Trust, to achieve the best outcomes for pupils.
- To attend and play a leading role in leadership team meetings.
- To attend governor committee meetings and other governor meetings as required to provide reports to the governing body.
- To participate in and lead where appropriate the day-to-day organisation of the school, including school assemblies, duty rota and cover.
- To maintain a high profile around the school and within the community, including supporting whole school events, e.g. musical concerts and productions.
- To actively promote the school within the wider community with a wide range of stakeholders.
- To keep abreast of national initiatives/policy, and developments in educational research and best practice, using these to plan and review whole school strategies.
- To use ICT to apply and organise procedures consistently and efficiently, with deadlines established and achieved.
- To take financial responsibility for designated areas of management.

SPECIFIC RESPONSIBILITIES

Specific responsibilities will reflect the strengths of the candidate and the needs of the team. All roles will be subject to review at any time in consultation with the post-holder and there may be significant changes in responsibilities as the school grows to capacity.

In year one, specific responsibilities are likely to include:

- Design and maintenance of an engaging academic curriculum that equips pupils with the knowledge and skills for success in school and the wider world, allowing all pupils to make outstanding progress.

- Oversight of the co-curricular programme, including electives to ensure that pupils are exposed to a range of appropriate enrichment and study opportunities.
- Oversight of the assessment and reporting systems to monitor the achievement of pupils, identify those falling behind and drive forward the progress of all.
- Promoting and developing high quality teaching and learning across the school to ensure the best possible outcomes for pupils.
- Quality assurance of school systems to ensure that they are effective and maximise the impact on pupils without creative unnecessary negative impact on staff wellbeing.
- Leadership of monitoring, evaluation and review systems to inform school improvement
- Oversight of behaviour for learning to ensure all pupils are able to learn to the best of their ability without disruption.
- Timetable design and implementation
- Senior educational visits coordinator

General responsibilities as part of the River Learning Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Sandhills Community Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.