



Job description

JOB TITLE Deputy Head Teacher

JOB PURPOSE

The Deputy Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas with specific responsibility for attendance, behaviour, pupil premium and cover.

1. Strategic direction and development of the school

- 1.1 Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national, and international context.
- 1.2 Demonstrating high standards of personal integrity, loyalty, discretion, and professionalism.
- 1.3 Publicly supporting all decisions of the Headteacher and Governing Body.

2. Teaching and Learning

- 2.1 Working with the Senior Leadership Team and Headteacher to sustain high expectations and excellent practice in teaching and learning throughout the school.
- 2.2 Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for improvement.
- 2.3 Effectively use formative and summative assessments to inform strategy and decisions.

3. Leading and Managing staff

- 3.1 Working with the Headteacher to lead, motivate, support, challenge, coach and develop all staff to secure continual improvement including his/her own continual professional learning.
- 3.2 To support the Headteacher with Professional Growth of all staff including ECT mentoring and assessments and new staff inductions.

4. Efficient and effective deployment of staff and resources

- 4.1 In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context i.e., deployment of HLTAs and supply staff and Teaching Assistant's timetables and deployment.

5. Accountability

- 5.1 Supporting the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
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6. Specific Duties

- 6.1 Deputise for the Headteacher in their absence.
- 6.2 Take a major role in the day-to-day running of the school.
- 6.3 Contribute to a positive ethos for learning.
- 6.4 Oversee safeguarding, behaviour, pupil premium and pupil welfare as DSL.
- 6.5 Lead either curriculum, teaching and learning or assessment
- 6.6 Develop an effective CPL approach underpinned by coaching to ensure all staff are 'great'.
- 6.7 Support and oversee an inclusive exciting, stimulating and creative curriculum.
- 6.8 Promote the values and achievements of the school to the community.
- 6.9 Advise on the school's resource needs and co-ordinate these resources.
- 6.10 Have ambitious expectations for all pupils including pupils with SEND and or disabilities and children in receipt of pupil premium.
- 6.11 Assist with the appointment and induction of new staff and provide monitoring and support for NQTs and students as necessary.
- 6.12 Support and lead schools' behaviour policy.
- 6.13 Support the Headteacher and Governors in annual budget planning and monitoring.
- 6.14 Assist in the preparation, implementation and monitoring of the School Development Plan.
- 6.15 Undertake such reasonable activities as the Headteacher and Governors may, from time to time require.
- 6.16 Manage operational tasks like timetabling, staff cover and school improvement.

Person Specification

Deputy Head Teacher

Criteria:	E = Essential D = Desirable
Criteria	Qualifications
E	Qualified teacher status
E	Degree
E	Professional development in preparation for a leadership role
Criteria	Experience
E	Successful strategic leadership and management experience in a school with proven successful impact.
E	Proven experience of leading an initiative that had measurable impact on pupils learning
E	Proven track record in improving the quality of teaching
D	Teaching experience across all key stages including end of key stage assessments
E	Involvement in school self-evaluation and development planning
E	Line management experience
E	Experience of contributing to staff development
D	Experience of community engagement
E	Evidence showing an interest in pupils with special needs
E	Experience of working with and monitoring outcomes for key groups of pupils (e.g., Pupil Premium, SEND, EAL, Gifted and Talented, Looked After or those on the Child Protection Register).
E	Knowledge of working with outside agencies.
D	Enrolment on or completion of the NPQH qualification or MAT Leadership programme.

Criteria	Skills and Knowledge
E	Data analysis skills, and the ability to use data to set targets and identify weaknesses.

E	Understanding of high-quality teaching, and the ability to model this for others and support others to improve
D	Awareness of school finances and financial management
E	Effective communication and interpersonal skills
E	Proven track record of delivering quality professional development.
E	Ability to communicate a vision and inspire others.
E	Ability to build effective working relationships.
E	A high level of IT literacy
E	Ability to manage employment relations.
E	Diplomacy and tact
E	Able to lead on the identification of pupils' needs and act upon them to raise standards.
E	Able to effectively manage pupils' behaviour in a positive manner with consistent clear boundaries following the school's behaviour management policy

E	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
E	Ability to work under pressure and prioritise effectively.
E	The ability to work as part of a team.
E	Commitment to always maintaining confidentiality.
E	Commitment to safeguarding and equality.
E	A passion for teaching
E	Commitment to ongoing professional development

Green Meadow Primary School is part of Excelsior Multi Academy Trust (MAT) and is a unique, innovative and friendly school, where all staff are valued and supported in their personal and professional development within a nurturing environment. We actively promote the Equality Act and will expect all applicants to demonstrate their commitment to equality to improve outcomes for all children who attend the school.

Applicants will also be required to demonstrate their suitability to work with children, including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behavior and attitudes to the use of authority and maintenance of discipline.

Job description issued:

Head Teacher

Postholder

Date: