

**MATRIX ACADEMY (PRIMARY)**  
**Job Description – Deputy Headteacher**

Based at:	Bloxwich Primary School
Salary:	Leadership Scale L10-L13
Reports to:	Headteacher
Leadership and management:	<ul style="list-style-type: none"> <li>• To assist the Associate Headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement and progression</li> <li>• To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Associate Headteacher, governors and other senior staff. To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the Associate Headteacher</li> <li>• To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline</li> <li>• To provide an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school and offer guidance and support to colleagues</li> <li>• To take responsibility for dealing with and reporting Health and Safety issues as they arise in the school. To raise awareness of Health and Safety issues among all members of the school community</li> <li>• To take a leading role in improving the involvement of parents, carers and the community in the life of the school</li> <li>• To provide effective leadership and management to groups of staff, as agreed with the Associate Headteacher</li> <li>• To make a significant contribution to the school's continuing professional development programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities</li> <li>• To assist the Associate Headteacher in school self-review and evaluation and in the effective planning and management of school resources to secure improvements</li> <li>• To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and teaching</li> <li>• To effectively monitor standards through managing pupil progress information and reporting to the Associate Headteacher results of analysis; pupil progress meetings, book trawls or other, with a particular focus on Pupil Premium and vulnerable children</li> <li>• To provide guidance and support to Key Stage leaders and other staff in order to improve the quality of teaching and learning</li> <li>• To actively promote equality of opportunity by assisting the</li> </ul>

	<p>Associate Headteacher in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account Pupil Premium, ethnicity, gender, Special Education Needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning</p> <ul style="list-style-type: none"> <li>• To take a significant role in the implementation of the school's performance management policy, to secure school improvement and individual professional development</li> <li>• To participate in recruitment and selection, as agreed with the Associate Headteacher</li> <li>• To coach and mentor colleagues</li> <li>• To deputise for the Associate Headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice</li> </ul>
Teaching and Learning:	<ul style="list-style-type: none"> <li>• To carry out teaching duties, as agreed with the Associate Headteacher, providing a model of excellence for colleagues. This <i>may</i> include, as required:</li> <li>• Taking full responsibility for teaching a class on a part time basis or teaching groups of children;</li> <li>• Providing cover for absent colleagues or those released for professional development;</li> <li>• Providing in-class support for colleagues through demonstration lessons;</li> <li>• Teaching intervention groups to ensure progress across the school;</li> <li>• To provide leadership and support for colleagues (teachers and assistants) with regard to teaching and learning and the curriculum, including:</li> <li>• Supporting the planning and delivery of the curriculum across the school;</li> <li>• Supporting phase leaders and subject leaders in developing their role, in particular in relation to raising standards;</li> <li>• Supporting teams and individuals with short term and medium term planning;</li> <li>• Organising and delivering training, as needed, to groups of school staff;</li> <li>• Supporting staff in the use of assessment information to inform teaching and learning;</li> <li>• Inducting and supporting supply teachers;</li> <li>• Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback</li> <li>• To support the Key Stage Leaders responsible for behaviour, in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary</li> <li>• To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour</li> <li>• To take a leading role, alongside the Associate Headteacher in the management of the school database of individual pupils'</li> </ul>

	attainment and progress
Other Duties and Responsibilities:	<ul style="list-style-type: none"> <li>To attend weekly meetings, in accordance with school policy and to lead such meetings as required</li> <li>To take whole school assemblies and to support other staff with assemblies</li> <li>To prepare and present reports, as required to, e.g. governors, LEA officers, parents, outside agencies</li> <li>To attend Governor and School Association meetings during evening hours, at weekends or in school holidays, as required</li> </ul>
Key Organisational Objectives:	<ul style="list-style-type: none"> <li>The Post holder will contribute to the school's objectives in service delivery by:</li> <li>Enactment of Health and Safety requirements and initiatives as directed</li> <li>Ensuring compliance with Data Protection legislation</li> <li>At all times operating within the school's Equal Opportunities framework</li> <li>Commitment and contribution to improving standards for pupils as appropriate</li> <li>Contributing to the maintenance of a caring and stimulating environment for pupils</li> </ul>
Management of Resources:	<ul style="list-style-type: none"> <li>To manage resources efficiently</li> <li>Participate in necessary timetabling of resources</li> </ul>
Pastoral System:	<ul style="list-style-type: none"> <li>Deliver and contribute to the PSHE, citizenship and enterprise programmes.</li> <li>To ensure the Behaviour Management system is implemented in the school so that effective learning can take place</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example</li> <li>Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>Any other duties as directed by the Associate Headteacher</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, as specified by School Teachers Pay and Conditions Document not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

**MATRIX ACADEMY TRUST**  
**Person Specification – Deputy Headteacher**

<b>Factors</b>	<b>Essential or desirable</b>	<b>Measured by A – application S - selection metho I - interview</b>
<b>Qualifications</b>		
Qualified Teacher Status	E	A
Relevant degree in subject area or related area	E	A
Further professional development in leadership area, e.g. curriculum pastoral	D	A
Ability to teach ages 11-16	E	A/I
Ability to teach Post 16 (for schools with Sixth Form)	D	A/I
Relevant NPQ e.g. NPQSL	D	A
<b>Leadership</b>		
Be accountable for their areas of responsibility.	E	A/S/I
Take collective responsibility for managing behaviour, even if it is not their specific responsibility.	E	A/S/I
Take a proactive role in supporting the headteacher in realising their vision, identifying and driving whole school priorities and improvement actions.	E	A/S/I
Ability to plan and deliver plans which will secure stronger pupil outcomes and deliver. Strong knowledge of what makes for successful implementation and how to pre-empt and overcome barriers.	E	A/S/I
Know when to take a step back and be strategic	E	A/S/I
Ability to lead and manage the staff for who they are directly responsible, so everyone performs to their best, taking decisive action when underperformance dips.	E	A/S/I
Develop those they line manage so that they are always 'growing the next layer'.	E	A/S/I
Collaborate with leaders from across their school and other trust schools.	E	A/S/I
Take responsibility for identifying their development needs and ways to address these.	E	A/S/I
<b>Abilities</b>		
Ability to create a learning environment that allows pupils to focus on learning.	E	A/S
Ability to clearly instruct pupils, checking prior knowledge, imparting new knowledge and thoroughly checking they have 'got it' before moving on.	E	A/S
Has up to date subject knowledge.	E	A/S/I
Has to date subject pedagogical knowledge (how to teach their subject).	E	A/S/I
Ability to identify misconceptions, unpick them and then teach pupils so they have a better understanding.	E	A/S

Can motivate pupils by having them maintain a high success rate.	E	A/S
Ability to assess pupils accurately, use this information to adapt their planning and guide pupils to improve their understanding.	E	A/S/I
Ability to reflect on their teaching and precisely identify how they can make their teaching even better.	E	I
Know the legal requirements, policies and guidance on safeguarding.	E	I
A track record of strong pupil outcomes.	E	A
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent communication, planning, organisational, listening and time management skills.	E	A/S/I
Commitment to regular and on-going professional development and training to sustain and improve all aspects of school life.	E	A/I
Support the headteacher in recruiting and retaining the best talent, including identifying workload efficiencies.	E	A/S/I
Collaborate with practitioners from their school – and beyond – to design and implement an ambitious, well sequenced and well resourced curriculum.	E	A/I
Work effectively alone and as a part of a team.	E	A/I
Develop positive relationships and act as a role model to staff and students.	E	A/S/I
Resilience, motivation and commitment to driving up standards of achievement.	E	A/S/I
Uphold all teacher standards, including abiding by relevant legislation and following policies and procedures of the school/trust.	E	A/S/I