

**POST:** Deputy Head of School, Primary and Nursery

**SCHOOL:** Oakgrove Primary and Nursery

**PAY RANGE:** L10 – L14

**RESPONSIBLE TO:** Head of School, Primary and Nursery



### **Job Specification**

#### **Strategic Role**

- To oversee the development of Oakgrove school as a national centre of excellence
- Ensure the curriculum intent, implementation and impact are exemplary and reflect the ambition of Oakgrove
- Provide leadership on developing the links between all phases of the school
- Provide purposeful leadership and educational direction for the further development of the school
- To enable students to make outstanding progress in their learning
- To assist all students to develop emotional security, self-belief and mature social skills
- To support and challenge staff to develop their practice to ensure it is of the very highest standard
- To lead Middle and Senior Leaders with the Primary and Nursery to ensure consistency and innovation
- Deputise for the Head of School in all duties
- Work with the Head of School to provide strategic leadership and direction
- Work with the Head of School, Senior leaders and Governors across all different spheres of school life in order to ensure the very best outcomes for all pupils

#### **Areas of responsibility and key tasks:**

- Contribute effectively to the strategic leadership and development of the school as a member of the Primary Leadership Team
- Take responsibility for ensuring the Primary SEF and development plan are documents which are accurate, purposeful and support school improvement
- Take responsibility for outcomes and teaching and learning. Lead across the primary and nursery and report directly to the Governing Body sub committee
- Lead on the monitoring, evaluation and development of the curriculum across all Primary Key stages.
- Monitor and evaluate the quality of teaching and learning. Lead to ensure that this is exemplary and consistent across all key stages
- Any other duty as delegated by the Head of School

#### **All Trust employees are also expected to:**

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development
- Ensure health and safety and good behaviour of students at all times
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment
- Demonstrate and assist others in safe and effective use of specialist equipment/materials

- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos and aims of the school

### **Conditions of Service**

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust must be reported to the Headteacher.

Kingsbridge Educational Trust and Oakgrove School are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

I am in agreement with this job description and am aware that I will be subjected to annual performance appraisal.

Signed by Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Line Manager: \_\_\_\_\_ Date: \_\_\_\_\_