

Leedon Lower School

Job description: Deputy Headteacher

Job details

Salary: Leadership scale 5-9

Hours: Full Time

Contract type: Permanent

Reporting to: Headteacher

Job Specification

Strategic role

- Ensure the curriculum intent, implementation and impact are exemplary and reflect the ambition of Leedon Lower School
- Provide leadership on developing the links between all phases of the school
- Enable pupils to make outstanding progress in their learning
- Assist all pupils to develop emotional security, self-belief and mature social skills
- Support and challenge staff to develop their practice to ensure it is of the very highest standard
- Communicate the school's vision compellingly, and provide purposeful leadership and educational direction for the further development of the school
- Work with the Headteacher to provide strategic leadership and direction
- Work with the Headteacher and Governors across all different spheres of school life to ensure the very best outcomes for all pupils.

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the Governing Board.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Areas of responsibility and key tasks:

- Contribute effectively to the strategic leadership and development of the school as a member of the Senior Leadership Team
- Take responsibility for ensuring the School Development Plan documents objectives which are accurate, purposeful and support school improvement
- Take responsibility for outcomes and teaching and learning. Lead across the school and report directly to the Governing Body.
- Take responsibility for Assessment and Professional Development, leading across the school.
- Take on the role of DSL across the school working closely alongside the DDSLs.
- Monitor and evaluate the quality of teaching and learning. Lead to ensure that this is exemplary and consistent across all key stages

All 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 the health and safety of pupils at all times
- Promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them
- 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 safeguarding, child protection, health and safety and security and confidentiality, reporting all concerns to the appropriate person
- Contribute to the overall ethos and aims of the school

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be required to undertake enhanced disclosure checks.

Deputy Headteacher - Person specification

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on how well the candidate meets the requirements of the person specification in the job application.

Specific requirements	Essential	Desirable
Qualifications and Experience		
Qualified Teacher Status	✖	
Degree qualification or equivalent	✖	
Higher degree or equivalent		✖
An excellent class teacher	✖	
At least four years' post qualified teaching experience	✖	
Knowledge and role of governance		✖
Proven track record of leading whole school improvement as SLT member and/or subject	✖	
Skills Knowledge and abilities		
Expert understanding of innovative pedagogy	✖	
Experience of assessment without levels including tracking pupil progress	✖	
Experience of designing and developing assessment and tracking systems		✖
Knowledge and understanding of statutory assessment arrangements at KS1 and KS2	✖	
Excellent knowledge of monitoring and school self-evaluation as a tool for improvement		✖
Knowledge and understanding of effective strategies to manage the behaviour of pupils	✖	

Excellent knowledge of inclusion including EAL, bilingual learners, minority ethnic achievement and equality (race, disability, and gender)	↗	
Excellent understanding of safeguarding especially the safety and welfare of vulnerable and disadvantaged pupils	↗	
Expert knowledge of strategies for closing the gap, such as pupil premium funding and the EEF Toolkit, so that disadvantaged pupils achieve exceptionally well	↗	
Personal Qualities		
<ul style="list-style-type: none"> • Ability to direct and co-ordinate the work of others: motivating, inspiring, and supporting staff • Ability to set high standards and act as a positive role model; leading by example • Has self-belief, senses opportunities, and takes the initiative in moving things forward in a positive way • Communicates effectively both orally and in writing with pupils and adults • Skilled at leading high-quality professional learning and development, and staff meetings • Approachable, caring and kind • Ability to work under pressure, has a sense of humour and appropriate work/life balance • Establishes and maintains constructive and open relationships with parents, staff, governors, and the local community • Possesses a strong set of values and beliefs and shows awareness of how these fit in with the values of the school • Is committed to continued self-professional development and is always trying to find ways to improve and be the best they can be. 		