

**Job details****Salary:** L9 – L13**Contract type:** Full-time Permanent**Reporting to:** Head Teacher**Responsible for:** Teaching & Learning, Curriculum, Quality First Teaching, Assessment and Reporting

Governors are looking to appoint a permanent, full time Deputy Headteacher who will work in partnership with the Headteacher in leading our dedicated team. The candidate we appoint will be prepared to lead by example and be able to demonstrate successful leadership and management skills as we all seek to make Stoke the very best school it can be.

You will:

- Be passionate about learning and be able to demonstrate outstanding teaching, leadership and management skills.
- Be an outstanding classroom practitioner and have a clear vision for further development of teaching and learning in an effective curriculum.
- Have high level interpersonal skills and be enthusiastic about children and their learning and well-being.
- Have an overview of inclusive education, practice and policy.
- Play a strategic role in organisation and school policy development.
- Have the personality, drive and energy to motivate and support everyone within our learning community.
- Have a great sense of humour and be an integral part of the school team.

**JOB DESCRIPTION**

THE JOB	<p>As Deputy Headteacher you will be required to:</p> <ul style="list-style-type: none">• Support the Headteacher and Governors in establishing a vision and strategic direction for the future development of the school• Play a leading role in the school improvement planning process, taking a lead in the delivery of the agreed priorities of the school• Contribute to the identification of key areas of strength and development in the school• Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example for other colleagues• Promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account• Play a leading role in the self-evaluation of the school• Contribute to effective teaching and learning with appropriate teaching commitment
LEADING, LEARNING AND TEACHING	<ul style="list-style-type: none">• Share responsibility for the analysis of key school performance data to ensure effective setting of priorities• Provide training for staff on effective teaching and learning• Promote the active involvement of pupils in their own learning• Support strategies to promote high standards of behaviour• Contribute to target setting; including statutory procedures and targets for individuals and groups of pupils throughout the school• Lead the development of a broad and rich curriculum which meets the needs of all pupils in the school• Support the embedding of "Characteristics of Learning" as a key driver for life long learning attitudes and understanding• Assure the rigour of an effective assessment framework• Promote the use of ICT to enhance and extend teaching and learning• Monitor and evaluate classroom practice
DEVELOPING SELF AND WORKING WITH OTHERS	<ul style="list-style-type: none">• Promote and safeguard the safety and welfare of children and young people• Contribute to the creation of a positive school ethos, in which every individual is known, treated with dignity and respect• Support the development of collaborative approaches to learning within the school and beyond• Support the induction of staff new to the school• Set high expectations for your own performance and that of others• Engage in relevant professional development activity as necessary• Provide support for colleagues both teaching and non-teaching in improving their classroom practice



MANAGING THE ORGANISATION	<ul style="list-style-type: none">• Contribute to a regular review of the organisation of the school• Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money• Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities• Take responsibility for the Performance Management of identified staff
SECURING ACCOUNTABILITY/ STRENGTHENING COMMUNITY	<ul style="list-style-type: none">• Support the Governing body in meeting its responsibility to account for the performance of the school• Support staff in understanding their own accountability and develop approaches to its review and evaluation• Contribute to the reporting of the performance of the school to parents, carers, Governors and other key partners as necessary• Gain an understanding of the diversity of the school community and support all groups within the community• Contribute to policies and practice which promote equality of opportunity and tackle prejudice• Lead the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community• Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement
GENERAL	<p>As Deputy Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations for the Head Teacher. In the absence of the Head Teacher, you will be required to manage the day to day running of the school.</p> <p>The post will require you to work in partnership with Senior Leadership Team, Governors and staff to ensure the continuous improvement of the school.</p> <p>You will be responsible for specific tasks and the leadership of whole school aspects, which will be determined in consultation with the Head Teacher and the Senior Leadership Team</p>

A job description can never be fully descriptive or exhaustive. It is expected that you will, within reason, respond to unforeseen circumstances and emergencies as they arise, in a way that is commensurate with your qualifications, experience and seniority.

Changes to your role may need to be agreed from time-to-time, in the light of changing school requirements and to support your further professional development.



PERSON SPECIFICATION

QUALIFICATIONS/ PROFESSIONAL DEVELOPMENT	<p>Qualified Teacher Status</p> <p>First Degree or equivalent</p> <p>A record of continuous professional development that includes training in leadership and management</p> <p>Experience of supporting training and helping to co-ordinate the professional development of colleagues</p> <p>Experience and qualifications in safeguarding is desirable</p>
EXPERIENCE	<p>Evidence of leadership and management in specific primary key stages and of a whole school aspect</p> <p>(Evidence of experience of working in more than one primary school or learning environment or in more than one key stage would be welcome)</p>
LEADERSHIP AND MANAGEMENT	<ul style="list-style-type: none"> • To have a vision of the overall aims and direction of a successful school and be able to communicate these in order to inspire and motivate others • To provide evidence of good management, which incorporates detailed planning, successful implementation and effective monitoring and evaluation of strategies • To have a good knowledge and understanding of what constitutes an effective school and have the necessary skills of leadership and management to help create such a school • Have the ability to access and analyse relevant data and to use this information to set priorities, challenging targets and determine school action • Knowledge of statutory requirements and other relevant legislation relating to school leadership and management • An ability to assist in the management of a school budget effectively matching resources to school needs and priorities • Experience of contributing to staff induction, mentoring and performance management
TEACHING AND LEARNING	<ul style="list-style-type: none"> • Have a good understanding of what contributes to successful learning and the ability to promote the most effective teaching strategies to bring this about • To have a good understanding of how assessment strategies are used to inform teaching and learning in order to help pupils make progress • The ability to support the development of the school site that ensure the health and safety of staff and pupils and which presents a stimulating and attractive learning environment for pupils



	<ul style="list-style-type: none">• A clear understanding of what constitutes a broad and balanced curriculum that meets statutory requirements, and which is well differentiated and resourced to meet the needs of all pupils
ADDITIONAL SKILLS AND ABILITIES	<p>Suitable for work with children and young people</p> <p>The ability to relate positively to the Headteacher, the pupils, colleagues, parents, governors and other stakeholders who contribute to the work of the school</p> <p>The communication skills needed to provide clear and accurate information and well-informed advice</p> <p>The ability to organise and manage work effectively, i.e., being able to prioritise and organise tasks, make decisions, support and delegate when appropriate</p> <p>To have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues</p>
WRITTEN APPLICATION	Evidence of clear thinking about the role of Deputy Headteacher, educational philosophy and presentation of experience to meet the requirements of the post
REFERENCES	Excellent and unequivocal

If you feel you can meet these demanding requirements, then we look forward to hearing from you and welcome your application for this post.