



The
Affinity
Federation



Willenhall
Community
Primary School

Job description: Deputy Head Teacher

Job details

Salary: L13 – L17

Hours: full time

Contract type: Permanent

Reporting to: Head Teacher

Responsible for: Early Years, Teaching & Learning, Curriculum, Teaching Support. Assessment and Reporting

Main purpose

The Deputy Head Teacher, under the direction of the Head Teacher, will take a major role in:

- Unreservedly supporting the direction of the Head Teacher.
- Designing, reviewing and modelling the vision and values through all aspects of professional practice.
- Supporting the school evaluation and development planning process.
- Using accurate and purposeful knowledge of school and national outcomes to inform school planning.
- Formulating the aims and objectives of the school and supporting strategic leadership.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards the achievement of the school's aims and objectives.
- Ensuring the effective and robust operation of safeguarding procedures.

If the Head Teacher is absent, the Deputy Head Teacher will deputise.

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

Duties and responsibilities

Qualities and knowledge

Under the direction of the Head Teacher:

- Support with the day-to-day management of the school.
- Communicate the school's vision compellingly at all times.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community, showing positive attitudes to them.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Work with political and financial astuteness, translating policy into the school's context.
- Seek training and continuing professional development to meet own needs.

Pupils and staff

Under the direction of the Head Teacher:

- Lead the intent, implementation and impact of the school curriculum.
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Ensure excellent teaching in the school, including through training and development for staff.
- Establish a culture of 'open classrooms' as a basis for sharing best practice.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Identify emerging talents, coaching current and aspiring leaders.
- Hold all staff to account for their professional conduct and practice.

Systems and processes

Under the direction of the Head Teacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the governing board as appropriate and report practice and outcomes to Governors.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support distribution of leadership throughout the school.

The self-improving school system

Under the direction of the Head Teacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils.
- Develop effective relationships with fellow professionals.
- Model entrepreneurial and innovative approaches to school improvement and leadership.
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Other areas of responsibility

- The Deputy Head Teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Oversee and develop the leadership of the Early Years Key Stage.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Teaching experience • Contribution to school self-evaluation and development planning • Line management experience • Experience of contributing to staff development • Leadership of significant areas of the curriculum • Experience of leading assessment, analysis and reporting of school data
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Commitment to working with the wider school community

Notes:

This job description may be amended at any time in consultation with the post holder.