



Gosford Park Job Description

Position: Deputy Headteacher, Gosford Park School, Coventry

Reporting to: The Headteacher

Salary Range: L8 to L12 ((£50,151 - (£55,338)

Location: Coventry

Main Purpose: *The Deputy Headteacher is a leading professional in the school, accountable to and assisting the Headteacher in providing vision, leadership and direction for the school.*

Duties and Responsibilities

Shaping the Future

- Work closely with the Headteacher to contribute to the formulation, implementation, review and evaluation of the school improvement plan, all school policies and initiatives
- Lead developments in academic and pastoral support for children, developing policies and practice to support achievements and well-being across the school
- Work with the Headteacher to ensure the safety and well-being of all pupils in school
- Work closely with subject leaders and teachers to review and develop the curriculum.

Leading Learning and Teaching

- Lead on curriculum development ensuring effective delivery of the National Curriculum
- Lead on the school's development of effective learning environments
- Lead on assessment and monitoring of pupil progress and achievement, analysing data and so identifying groups or individuals in need of additional or different provision
- Implement, monitor and evaluate the quality and effectiveness of provision for identified groups of pupils within the school, ensuring all children have best access to learning
- Support the school's drive to develop high quality teaching and learning opportunities
- Provide support and encouragement to all pupils and staff; be a positive role model
- Develop, deliver and promote high quality learning to all year groups- from Foundation Stage to Year 6 as necessary

Developing Self and Working with Others

- Lead training in pupil welfare, teaching and learning and assessment to all staff
- Devise, procure and deliver a high-quality programme of professional development and research; evaluate its effectiveness and impact upon learning, provision and pupil outcomes.

Managing the Organisation

- Represent the Headteacher as necessary; assume overall charge of the school in their absence

- Liaise with the Headteacher in all aspects of leading the school and participate fully in the Senior Leadership Team
- Develop and implement cover and PPA timetables
- Mentor teachers who are undertaking their initial training and manage induction processes for teachers in the early stages of their career
- Carry out responsibilities as a team leader for performance appraisal; line manage other staff as appropriate
- Carry out the duties of a School Teacher and Deputy Headteacher as set out in the current School Teacher's Pay and Conditions document
- Work under the direction of the Headteacher; whose responsibility it is to ensure that a reasonable balance in the workload of each teacher is maintained.

Securing Accountability

- Take a leading role in the process of school self-evaluation and accountability to all stakeholders
- Liaise between Foundation Stage, Key Stage 1 and Key Stage 2 leaders to ensure progression in planning and provision within school and liaise with Nurseries and Key Stage 3 to ensure smooth transition between settings
- Work closely with SLT to monitor the effectiveness of teaching and learning
- Use data effectively to identify areas for development in relation to pupil progress and attainment.

Strengthening Community

- Support the development and implementation of the school behaviour policy and Golden Rules including during playtimes and lunchtime
- Liaise with parents and carers around children's wellbeing, progress and behaviour
- Lead assemblies
- Support and develop the school's relationships with parents and the local community
- Work closely with governors and participate in meetings.