



DEPUTY HEADTEACHER - JOB DESCRIPTION

MAIN PURPOSE OF THE JOB	<u>As Deputy Headteacher you will be required to:</u> ❖ Support the Headteacher and governors in establishing a vision for the future development of the school ❖ Play a leading role in the school improvement planning process, taking account 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 ❖ Lead the inclusion team and SEND work across the school
LEADING, LEARNING AND TEACHING	❖ Share responsibility for the analysis of key school performance data to ensure priorities are appropriate and improvement in standards is promoted ❖ Provide training for staff on effective teaching and learning ❖ Promote the active involvement of pupils in their own learning ❖ Contribute to target setting; including statutory procedures and targets for individuals and groups of pupils throughout the school ❖ Support strategies to promote high standards of behaviour ❖ Support the development of a broad and rich curriculum which meets the needs of all pupils in the school ❖ Support the development of an effective assessment framework ❖ Promote the use of ICT to enhance and extend teaching and learning ❖ Monitor and evaluate classroom practice ❖ Support the wider management team in developing good practice in a key stage and within Inclusion
DEVELOPING SELF AND WORKING WITH OTHERS	❖ 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 with the school and beyond ❖ Be willing to work within the wider school network ❖ 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	❖ Take the lead in providing strategic overview of the organisation of the school year and the school day. ❖ 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 ❖ 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 ❖ Lead the Inclusion Team
SECURING ACCOUNTABILITY/ STRENGTHENING COMMUNITY	❖ 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 ❖ 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 wide community ❖ Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement
GENERAL	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 of the Headteacher. In the absence of the Headteacher, you may be required to act as Headteacher. The post will require you to work in partnership with Senior Leadership Team, Governors and Staff to ensure the continuous improvement of the school. You will be responsible for specific tasks and the leadership of whole school aspects, which will be determined in consultation with the Headteacher and the Senior Leadership Team.
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 towards headship.	



Wyken Croft
Primary School

Wyken Croft Primary School

DEPUTY HEADTEACHER PERSON SPECIFICATION

QUALIFICATIONS/ PROFESSIONAL DEVELOPMENT

- ❖ Qualified teacher status
- ❖ A record of continuous professional development that includes training in leadership and management
- ❖ Experience of supporting training and helping to co-ordinate the professional development of colleagues

EXPERIENCE

- ❖ Evidence of leadership and management in specific key stages and of a whole school area.
- ❖ Evidence of understanding managing Inclusion and supporting learners with a variety of needs

(Evidence of experience of working in more than one school or learning environment would be welcome)

LEADERSHIP AND MANAGEMENT

- ❖ 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 and determine school action
- ❖ Knowledge of statutory requirements and other relevant legislation relating to school leadership and management and Inclusion
- ❖ An ability to assist in the management of a school budget effectively matching resources to school needs and priorities
- ❖ Experience of working within networks or with other agencies to support the school development
- ❖ An understanding of the importance of Safeguarding within a school and ability to play an enhanced proactive part in this

DEPUTY HEADTEACHER - PERSON SPECIFICATION

TEACHING AND LEARNING	❖ 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 ensures the health and safety of staff and pupils and which presents a stimulating and attractive learning environment for pupils ❖ 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	❖ Suitable for work with children and young people ❖ The ability to relate positively to the Headteacher, the pupils, colleagues, parents, governors and others who contribute to the work of the school ❖ The communication skills needed to provide clear and accurate information and well-informed advice ❖ The ability to organise and manage work effectively, i.e., being able to prioritise and organise tasks, make decisions, support and delegate when appropriate ❖ To have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues
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
HEALTH AND ATTENDANCE	❖ Good health record and consistent attendance