



Southfields Primary School

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Southfields Community Primary School

JOB DESCRIPTION – DEPUTY HEADTEACHER

Line management responsibility	to: Headteacher for: Middle Leadership Team, Lunchtime supervisory staff, newly appointed staff, ECTs, ITT students, Teaching Support Staff (HLTA/Tas)
Salary grade:	L13-17
Subjects required to teach:	Full Primary Range

The Deputy Headteacher role is to primarily ensure ALL children not only make excellent academic progress but also have the opportunity to develop and progress as individuals ready to contribute positively to society as learners and to take on any challenge they may face. Whilst the following job description represents the focus of the role and associated accountabilities, it should not be seen as exhaustive. The successful candidate is expected to develop the role further and support wider school leadership in imaginative and innovative ways.

The job description reflects the National Standards for Headteachers (2020) and builds upon the Teaching Standards (2011) which apply to all teachers, including Deputy Headteachers. 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 from the Headteacher and governors.

The Deputy Headteacher will be line managed by the Headteacher and will also be required to provide reports and information to the Headteacher and Board of Governors. They will be responsible for specific tasks and the leadership of whole school aspects, which will be determined in line with the changing needs of the school in consultation with the Headteacher.

The Deputy Headteacher works closely with professional partners in education and higher education, locally and nationally. This role is crucial within the school's leadership team and the successful candidate needs to be able to work alongside the Headteacher to successfully implement the shared vision of ensuring that *'At Southfields, every child will develop their unique potential and open their minds to what is possible'*. The role of the deputy headteacher alongside the headteacher, is to oversee an innovative, ambitious

Headteacher: Mr James Gale

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curriculum that meets the needs of every child and encompasses the values and educational philosophy of Southfields Primary School working alongside colleagues to model and deliver exceptional provision.

The Deputy Headteacher at Southfields Primary School will:

- Lead and manage the school in the Headteacher's absence
- Deputise for the Headteacher when required
- Provide professional leadership and management of specified areas of the school
- Alongside the Headteacher, lead and sustain achievement of the highest standards of academic performance
- Support and develop staff and hold them accountable for pupils' outcomes
- Support the development of an effective strategy to improve the quality of education and raise the achievement of pupils

Key Responsibilities and functions of role (based on Headteacher Standards 2021):

Culture and Ethos

- Support the Headteacher and governors in establishing and sustaining the vision for the continued improvement of the school
- Ensure a strong culture of safeguarding which is fully compliant and highly effective
- Agree, monitor and evaluate the school's key objectives in its strategic plan making a measurable contribution to whole school improvement
- Plan, write, review and deliver school policy in designated areas and support others in their contribution
- Promote a culture of teamwork, in which the views of all members of the school community are valued and considered
- Provide a visible and authoritative presence in and around school
- Contribute to the self-evaluation and continuous self-improvement of the school
- Uphold and visibly model the school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount
- Involve pupils appropriately in the decision-making processes of the school and create a sense of shared ownership and responsibility
- Ensure that the needs of all children and young people in the school are being met, identifying underachievement and enabling all to succeed beyond expectations
- Contribute and adhere to policies and practice which promote equality of

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opportunity and tackle prejudice ensuring the needs of all pupils are met, including those with SEND

Curriculum and Teaching

- Fulfil a teaching commitment of up to 0.2 in the range of 4-11 years (non-class based) and be an excellent classroom practitioner
- Prepare, deliver, review and evaluate the aspects of the curriculum for which you have responsibility. This is to be undertaken in relation to agreed school policies, curriculum documentation and the School Development Plan.
- Promote high standards of teaching and learning throughout the school, challenging underperformance where appropriate
- Ensure that appropriate coaching, support and pedagogic development programmes are provided for staff so that teaching is constantly improving
- Lead and support innovative and creative curriculum approaches ensuring high quality inclusive delivery of the curriculum matched to the needs of all pupils, including extra-curricular achievement
- Support thorough, timely and accurate monitoring and evaluation of the quality of teaching ensuring timely support, intervention and capability procedures are initiated and seen through where required
- With the Headteacher and school leaders, lead the provision of a broad, inclusive, ambitious and purposeful curriculum
- Lead the management of pastoral care, pupil welfare and anti-bullying procedures effectively so that standards of behaviour and self-discipline are excellent and underpin effective learning
- As Assessment Lead, maintain effective, accurate and timely assessment, recording and reporting systems for pupil progress
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary
- Ensure high quality communication within the school and with families and other agencies

Organisational effectiveness

- Support the Headteacher on the recruitment and selection of teaching and support staff
- Lead on the induction of all staff, volunteers and trainees new to the school
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Maximise the contribution of all staff to improve the quality of education provided and standards achieved
- Manage the effective deployment and performance of all staff by ensuring their performance management and professional development through the

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effective application of agreed systems and policies

- Consistently and effectively promote the school's vision and values modelling the very high standards expected from all members of the school community
- Support the development of collaborative approaches to learning within the school and beyond
- Engage in relevant professional development activity as necessary
- Contribute to a regular review of the organisation and policies of the school to ensure it meets statutory requirements
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities
- Support the Headteacher to manage the appraisal and performance development of all staff
- Establish links and collaborate with schools within the city and Nationwide to ensure continued improvement

Southfields Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder is responsible for promoting and safeguarding the welfare of children and young people with whom they come into contact, adhering to and ensuring compliance with the school's Child Protection Policy at all times.

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