



Grange Farm Primary School

Job Description

Coventry LA Directorate:	Children, Learning and Young People
Job Title:	Deputy Headteacher
Grade / Pay Scale:	Leadership Scale (L6 to L12)
Line Manager:	Headteacher

Grange Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Main purpose of the role:

The Deputy Headteacher at Grange Farm Primary School supports the Headteacher in their responsibility to ensure effective professional leadership, strategic direction and operational management of the school.

The Deputy Headteacher will have responsibility for specific key areas and work in partnership with the Headteacher day to day. They will be a Deputy Designated Safeguarding Lead and they will also have a teaching commitment as part of their role.

If the Headteacher is absent, the Deputy Headteacher will deputise for them and, as such, will be expected to fulfil the responsibilities of a Headteacher as laid out in the School Teachers' Pay and Conditions Document (STPCD).

The Deputy Headteacher will be required to teach for a proportion of the week to be agreed with the Headteacher on an annual basis (in accordance with the needs of the school).

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
- review, implement and promote all the school's policies
- 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

- support the school's drive to develop high quality teaching and learning opportunities
- be a role model of excellence in teaching and learning
- lead on inclusion, monitoring the work of the school's SENDCO in providing an appropriate learning environment and level of challenge for all pupils
- 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.
- 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 EYFS to Year 6 as necessary

- develop programmes of support and cover
- lead on curriculum development ensuring effective delivery of the National Curriculum
- lead on the school's development of effective learning environments

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
- manage induction processes for all staff
- work in partnership with training institutions to mentor and support trainee teachers
- line manage other staff as appropriate
- where appropriate, carry out responsibilities as a team leader for performance appraisal
- 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 EYFS, Key Stage 1 and Key Stage 2 leaders to ensure progression in planning and provision.
- liaise with colleagues in 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

Miscellaneous

At the discretion of the Line Manager or Headteacher, the post holder will be required from time to time to carry out other duties not specifically mentioned herein which are in accordance with the general level of the post. In addition, the duties of the post may be varied to meet changing circumstances of the school.

Health and Safety

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

Safeguarding

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Equal Opportunities

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Data Protection

Duties which include processing of any personal data must be undertaken within the school and local authority's data protection guidelines.