

JOB DESCRIPTION: DEPUTY HEADTEACHER



Job title/Post: Deputy Headteacher

Salary: Leadership Scale L16 - 20

Responsible to: The Headteacher

*Nurturing &
growing together*

Job Purpose: To raise standards across the school; particular focus on a key phase from Early Years to KS2 as directed by the Headteacher.
To make strategic evaluations of teaching, learning and personnel issues.
To support the school in securing effective education for all pupils and the continuous improvement and learning in the school.

Part 1: You are required to carry out the duties of a school teacher as set out in paragraphs 64 to 67 (inclusive) of the School Teachers' Pay and Conditions Document 2005 (hereafter called the Document).

Part 2: Post - Deputy Headteacher.

Part 3: You are required to carry out such professional duties which form part of paragraph 60 of the Document which the Headteacher may reasonable ask you to undertake.

Part 4: This job description applies to the period from the commencement of the contract (September 2019).

In addition you are required to undertake some of the following responsibilities which may or may not be included above:-

Teaching and Learning:

1. Monitor and evaluate pupil achievement and attainment throughout the school.
2. Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
3. Support subject leaders in the development and implementation of curricular initiatives.
4. To monitor the quality of teaching and learning, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupil's work.
5. To review long term planning to ensure coverage, progression and a range of learning experiences throughout the school.
6. Oversee all aspects of the school organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.
7. Take some responsibilities for the pastoral care of pupils, including involvement in when necessary.
8. Liaise closely with staff to ensure continuity and progression across the age and ability range.
9. To monitor the standards of behaviour and achievement within their year group across the stage.

10. Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil's achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
11. Supporting staff to meet personal and professional targets.
12. Ensure staff share the aims of the school in promoting a high quality of learning in the classroom.

Recording and Assessment:

1. Update the Headteacher, other members of senior staff and governing body on the effectiveness of provision for pupils throughout the school to include an annual development plan.
2. Have an input into the target setting process for raising achievement for pupils and feedback to the Headteacher.
3. Monitor progress and ensure appropriate action plans are in place where issues are identified.
4. Ensure planning is effectively carried out and ensure individual needs are being met.

Leadership:

1. Work alongside the Headteacher and current Deputy Headteacher in providing a clear direction for the development of the school
2. Contribute to establishing the core values of the leadership team and their practical expression.
3. Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
4. Support the Headteacher and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives.
5. Assume responsibility for the management of the school in the absence of the Headteacher.
6. Attend SLT meetings as required, and report back to staff when necessary.
7. Establish good relationships, encourage good working practices and support the lead teachers.
8. Plan, organise and chair meetings as appropriate.
9. Lead, support, motivate and direct support staff working within the key stage.
10. Liaise with teaching assistants and outside agencies.
11. Support the aims and ethos of the school.
12. Liaise with the Governors, when appropriate, to facilitate their overview of school management.
13. Attend and participate in open/parent evenings.
14. Uphold the school's behaviour code and uniform regulations.
15. Participate in staff training.
16. Participate in Continuing Professional Development with particular reference to SEN.
17. Attend team and staff meetings.
18. Develop links with Governors, LEAs and neighbouring schools.

People and relationships:

1. Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
2. Support Curriculum Co-ordinators within the context of school policies, in relation to working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitude.
3. Encouraging moral and spiritual growth and civic and social responsibility amongst pupils.
4. Manage innovation and change.
5. Work collaboratively with all in the school's community.
6. Manage and develop effective working relationships with Headteacher, current Deputy Headteacher and senior managers in the school.

Human and material resources and their development and deployment:

1. Lead the professional development of all staff through example, coaching peer support and target setting.
2. Contribute to the audit of staffs' development and training needs and the provision of effective INSET.
3. Ensure support and training during the induction of new staff and for trainee teachers.
4. Support the establishment of priorities for expenditure across the whole school and within departments.
5. Maintain effective and efficient management and organisation of the accommodation and resources of the school.
6. Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for the pupils' spiritual, moral, social and cultural development.
7. Manage the resources for a specific subject area or a whole school aspect.

Other Duties and Responsibilities:

1. Duties that the Headteacher may from time to time ask the postholder to perform.
2. To be decided through the performance management procedure.
3. Signatory of the school bank account.

Person Specification – Deputy Head teacher

We will base the selection process on these criteria. At each stage of the process, we will assess the merits of each application to determine how far the criteria have been met. Beside each criterion we list the assessment method we will use.

| Requirement | method of assessment |
|---|---|
| 1 Qualifications and training a: DfES qualified teacher status. b: Evidence of undertaking in-service training in previous two years in relevant areas. c: For first time appointees to a Headship post, hold NPQH or be working towards it. d: Registration with General Teaching Council (GTC) | Application form |
| 2 Successful Experience a: At least two years relevant, varied experience at a senior level in a similar school. b: Of developing a strategic view for the future needs and development of the school. c: Of securing and sustaining effective teaching and learning throughout the school. d: Of leading, motivating, supporting, challenging and developing staff to secure improvement. e: Of efficient and effective deployment of staff and resources. f: Of accounting for the efficiency and effectiveness of the school to other agencies. g: Of effective liaison with other agencies for example Local Authority Officers, local schools or support services. | Application form |
| 3 Key skills and attributes a: To use appropriate leadership styles in different situations, to initiate, lead and manage people to work effectively towards common goals. b: To demonstrate good judgement and investigate, solve problems and make decisions based on relevant data or information. | Application form, interview, and presentation |

- c: To communicate clearly and effectively using a range of methods, as appropriate, to a variety of audiences.
- d: To prioritise and manage time effectively in order to achieve challenging professional goals.
- e: To draw upon attributes demonstrated by all successful managers such as adaptability, self-confidence, enthusiasm and commitment.

4 **Knowledge and understanding of**

Application form, interview, and presentation

- a: Leadership styles and practices and their effects in different contexts within the school.
- b: Current educational developments and legislative changes and their implication.
- c: Strategies to achieve effective teaching and learning and their monitoring and evaluation.
- d: Effective procedures to ensure good behaviour and discipline in the school with the co-operation of all staff.
- e: Strategies for promoting pupil's spiritual, moral, social and cultural development.
- f: Strategies for teaching pupils about the duties, opportunities, responsibilities and rights of citizens.
- g: Strategies for teaching pupils about ethnic and cultural diversity.
- h: The use of ICT in effective administration, management and teaching and learning.
- i: The principles and methods of assessment and effective record keeping and their use to promote the educational, personal development and progression of the pupils.
- j: The use of strategies for raising pupil achievement and the value of target setting.
- k: The contribution that evidence from inspection and research can make to professional and school development.
- l: Planning and managing the school's financial resources within the context of fair funding and providing value for money.
- m: The nature and needs of pupils and communities in inner city and multi-racial areas such as Newham.
- n: The implementation of equal opportunities practice throughout the school.
- o: The implementation of the Authority's policy of inclusive education.

- p: Effective quality management and assurance approaches, including staff appraisal and development.
 - q: Health and safety, premises and personnel procedures related to the management of a school.
 - r: The role of Governors in the organisation of the school.
 - s: The promotion of community education and parental and community involvement in order to raise levels of achievement
-

Newham Council is an Equal Opportunity Employer and recognises that some candidates may have been forced into an untypical or unconventional career path because of unavoidable personal circumstances or the prejudice they have met in life. Should this apply to you, we hope you will not be deterred from making an application, which will be considered on your overall fulfilment of the requirements of this person specification.