**JOB DESCRIPTION**

**POST:** **DEPUTY HEADTEACHER**

**RESPONSIBLE TO:** Headteacher

**SALARY:** L8 – L12

**LOCATION:** Stratford upon Avon Primary School

**WORKING PATTERN:** Full time

**DISCLOSURE LEVEL:** Enhanced

**RESPONSIBLE FOR:**

The Post Holder will report directly to the Headteacher.

The post holder will assist the Headteacher with the management and organisation of the

school, seeking to achieve the highest standards of staff performance, student achievement

and improving the quality of teaching and learning and ensuring the effective daily operation

of the school.

**MAIN PURPOSE:**

To be the key ‘lead professional’ for the school on a day to day basis accounting for its

performance and standards to the Headteacher. To lead the school in such a way so that it

provides excellent standards for the families who live in the community it serves.

To be an advocate for the children and the school’s wider community.

**SPECIFIC RESPONSBILITIES**

The Deputy Headteacher will:

* Be an active and supportive lead member of the school’s senior leadership team and support the Headteacher and other colleagues in the management, strategic development and direction of the school.
* In conjunction with the Headteacher and SLT ensure the highest possible standards of education occur, through the promotion of effective teaching and learning, a balanced curriculum, the provision of excellent pastoral care and support for students and a rich extra-curricular programme which reflects the school’s development priorities and foundational ‘ethos’.
* To play a key role in promoting the aims, value and ethos of the School set by the Head and CAT and facilitate effective communications with all stakeholders.
* Undertake the professional duties of the Headteacher and to deputise for all aspects of the role in their absence.
* To be proactive with key developments pertinent to the leadership and management of the school and statutory requirements, keeping the Headteacher fully informed of the developments.

**Leadership**

The Deputy Headteacher will:

* In conjunction with the Headteacher and SLT shape the vision for the school, setting high expectations with a clear focus on pupil achievement.
* To ensure the agreed format and processes for assessment occur on a day to day basis using the full potential of technology and data systems to set targets, monitor students’ progress and raise attainment.
* To maintain a clear and accurate awareness of the school’s performance, being accountable for the schools performance to the Headteacher.
* Lead by example – with integrity, creativity, resilience, and clarity - drawing on their own knowledge, expertise and skills, and that of those around them.
* Be highly visible and approachable to all members of the community of the school.
* Demonstrate those leadership behaviours which positively impact relationships and attitudes towards pupils, staff, parents, governors and members of the community.
* Hold and articulate clear values and moral purpose.
* Develop, inspire, and lead a highly effective school team with enthusiasm and a continuous drive towards excellence with the support of the Head.
* To line manage staff on a day to day basis to ensure consistently high standards of teaching overall.
* Under the leadership and guidance of the Headteacher, implement and sustain effective systems for management of staff performance, incorporating appraisal systems and targets for all staff, ensuring those for classroom staff relate to pupil achievement.
* To advise and work with the Headteacher and the governing body on the formulation of its policies and their implementation to meet the aims and development priorities of the school.
* To assist the Headteacher as required, with the recruitment and development of high quality staff and in ensuring high standards of discipline and morale throughout the school community.
* To ensure the effective operation of systems for quality assurance and appraisal and CPD, ensuring that staff are led, trained and managed to achieve challenging goals.
* Identify and nurture talent to enable effective leadership development and succession planning.
* Support the Headteacher to maximise the contribution of staff in the school and ensure effective working relationships are in place throughout the school.
* Develop successful links with local schools and academies and consider other opportunities to ensure the schools reputation for excellence and best practice.
* To construct, implement and maintain the school timetable.
* Exemplify high quality relationships with the children, parents and wider local community, the local governing body, The Community Academy Directors .

**Learning and Teaching**

The Deputy Headteacher will:

* Create and maintain an environment which promotes and secures good or better teaching, effective learning, and high standards of achievement, behaviour and a passion for learning.
* To take the lead role monitoring and evaluating standards of learning and achievement of all pupils across the school, in order to set challenging and realistic targets for achievement.
* Routinely assess, monitor and evaluate in order to identify effective teaching and ensure it is evidenced across the full curriculum with a comprehensive programme of monitoring, evaluation and continuous assessment in place.
* Model ‘best practice teaching’ at every opportunity
* To lead and co-ordinate the work of ‘TLR holders’ so that curriculum leaders deliver the development of learning programmes, teaching strategies, schemes of work and in monitoring and evaluation to reflect school’s programme of continuous improvement.
* To support the Head developing and implementing the school’s teaching and learning priorities through effective assessment procedures, the development of personalised learning and ensuring curriculum enrichment opportunities are maximised.
* Work with others to develop a rich curriculum that engages all children and sustains effective teaching and learning throughout the school.
* Develop and maintain effective links with wider education institutions and the local community, to extend and enhance the curriculum with economic, social, moral, and cultural experiences
* Establish effective partnerships with parents and carers that support and encourage pupil achievement, personal development and the closing of attainment gaps in specific groups
* Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
* Make certain that pupils and parents/carers are well informed about the curriculum, attainment and progress and also the contribution they make to the school’s achievements.

**Generic Requirements**

The Deputy Headteacher will:

* Undertake any reasonable duty at the request and discretion of the Headteacher.
* The post holder will be expected to comply with the Trusts or schools policies and procedures at all times. These include, but are not limited to child protection, equal opportunities, data protection and health and safety.
* In order to do their job, the post holder will be trained and coached in the relevant procedures and policies of the Trust/School. They will be expected to familiarise themselves with the school and policies and to seek advice and guidance from their line manager if required.
* The key tasks listed above are only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Any changes will be made following discussion with the post holder.

**Safeguarding Children**

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

**English Duty –**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.