

Job Description Deputy Headteacher



Start Date:	September 2024
Responsible to:	Headteacher
Location:	Oakdale Junior School
Grade:	Leadership scale L10-14
Hours of work:	Full-time
Contract Type:	Permanent
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Main Purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Supporting the Headteacher and [Local](#) Governors in determining the vision, leadership and strategic direction of the school
- Monitoring progress towards the achievement of the school's aims and objectives
- Specific focus on improving the quality of teaching and learning across the school
- Designing the School's curriculum to ensure depth and progression in all subjects for all students
- Taking the lead in ensuring the smooth and safe day to day running of the school

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the governing board.

The Deputy Headteacher will be expected to fulfil the professional responsibilities of a Deputy Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Qualities

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Be resilient and able to work autonomously
- Be an outstanding practitioner, able to support colleagues to develop professionally and drive improvement across the school

Duties and responsibilities

School culture and behaviour

- Lead a whole school assembly on a weekly basis and support the ethos of the school
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school, following the Behaviour Policy

Teaching, learning and curriculum

- Build a collaborative learning culture within the school and actively engage with other schools across the partnership to build effective learning communities
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Maintain ambitious standards for all pupils so that barriers may be overcome and equality advanced in line with and above national expectations
- Effectively use and analyse assessment to inform strategy and decisions
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Be responsible to the Headteacher for the process involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, book looks, data analysis and target setting
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate

Pupil Premium Champion

- Co-ordinate the school's approach to raising the achievement of disadvantaged pupils
- Support, educate and liaise with parents/carers of disadvantaged learners
- Co-ordinate the support offered to disadvantaged learners through 'closing the gap' interventions
- Report to Governors about the progress and achievement of disadvantaged learners
- Produce the school's annual Pupil Premium Strategy and monitor, evaluate and review the impact of the Pupil Premium funding over time by liaising termly with the school's finance manager

Safeguarding

- Undertake the role of Designated Lead for Safeguarding and Child Protection
- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Liaise closely with the Deputy Designated Lead and the Headteacher
- Prepare termly safeguarding reports for Governors using the Local Children's Safeguarding Board's audit tool
- Ensure all regular volunteers and new members of staff receive appropriate safeguarding induction training
- Ensure Safeguarding training of all staff is up-to-date and a record is maintained
- Support the Operations Manager in maintaining the Single Central Record; undertake half termly checks to ensure the SCR is up-to-date and compliant
- Attend Local Authority and CLP network meetings to ensure that any new learning is acquired and cascaded to the appropriate staff

Attendance Lead

- Actively promote attendance across the school with children, staff and parents
- Weekly analyse the school attendance data comparing internal, LA and National data
- Action planning to ensure attendance data remains above National
- Support children, families and work with multi agencies
- Ensure school policy and legal procedures are effectively implemented and followed

Assessment Lead

- Lead whole school tracking and analysis of data trends
- Ensure a rigorous approach to statutory assessments are upheld including reporting and access arrangements
- Prepare and lead termly pupil progress meetings; supporting staff with identifying trends, target setting, interventions and CPD needs
- Lead on moderation of subjects to ensure accurate assessments are made and that staff are confident and knowledgeable in this area

Organisational management and school improvement

- Support the Headteacher in the production of the School Improvement Plan
- Take a lead on the implementation of priorities within the School Improvement Plan, according to need. Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development
- Undertake the role of CPD Co-ordinator, ensuring that CPD opportunities link tightly with the requirements of the School Improvement Plan in the first instance
- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure rigorous approaches to identifying, managing and mitigating risk
- In conjunction with the Head teacher, allocate financial resources appropriately, efficiently and effectively
- Produce the school timetable each year, liaising with other colleagues as appropriate

Staff management and Professional development

- Performance manage team members, including carrying out appraisals and holding staff to account on their performance
- Engage fully and positively with your own appraisal process
- Assist in the retention and deployment of staff to achieve the vision and goals of the school
- Manage staff wellbeing, with due attention to workload for yourself and staff
- Ensure staff have access to appropriate, high standard professional development opportunities
- Organise cover in the absence of teachers; oversee the work of Supply teachers, cover supervisors etc.
- Ensure effective communication throughout the school of key information and diarising events etc.
- Keep up to date with developments in education

Governance, accountability and working in partnership

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Whilst every effort has been made to explain the main duties and responsibilities of the Deputy Headteacher role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Head of School

Person Specification: Deputy Headteacher

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> ▪ Qualified Primary Teacher ▪ Evidence of relevant CPD 	
Aptitudes & Abilities	<ul style="list-style-type: none"> ▪ Excellent classroom teacher with high standards ▪ Experience working at senior/middle leadership role within the primary phase ▪ Possess excellent organisational skills ▪ Ability to inspire, motivate and enable staff – manage Performance Management ▪ Ability to lead and manage teams of staff efficiently and effectively ▪ Ability to promote strong links with parents ▪ Have clear leadership qualities with imagination and creativity ▪ Sensitive to the needs of others and have the ability to support staff where necessary ▪ Have energy, drive and enthusiasm ▪ Ability to build good working relationships in the school and wider working community ▪ Able to maintain confidentiality with professional responsibilities ▪ Ability to communicate effectively with children, staff, parents and Governors including large audiences 	<ul style="list-style-type: none"> ▪ Ability to communicate confidently with external agencies – in particular in relation to inclusion ▪ Good interpersonal skills – use humour appropriately, warmth, empathy
Knowledge	<ul style="list-style-type: none"> ▪ Good understanding of how children learn and be able to actively promote learning attributes valued by the school ▪ Sound understanding of good KS2 practice that promotes effective learning ▪ Sound understanding of curriculum requirements, planning and development within a thematic approach ▪ Working knowledge of inclusion and SEND provision ▪ Understanding of assessment practice and use of data to inform teaching and learning ▪ Sound understanding of staff development and management ▪ Successfully led school-based inset ▪ High expectations of pupil achievement ▪ Successfully use strategies to improve pupil achievement 	<ul style="list-style-type: none"> ▪ Recent experience of Ofsted inspection and external monitoring processes ▪ Awareness of whole school and wider educational issues ▪ Experience of teaching across the Primary Phase

Person Specification: Deputy Headteacher

Criteria	Essential	Desirable
Personal Qualities and Attributes	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills (pupils, staff, parents/carers) ▪ Ability to enthuse and motivate colleagues. ▪ Ability to work collaboratively ▪ Ability to communicate clearly and work effectively with all stakeholders ▪ Ability to work on own initiative, make decisions and solve problems ▪ Highly effective presentation and training delivery skills ▪ Ability to lead by example ▪ Ability to work effectively in partnership with the Headteacher and senior leadership team ▪ Adaptable and flexible to the needs of the school and the families at Baden-Powell and St Peter's CE Junior School ▪ A good understanding of effective strategies for gaining and maintaining high standards of behaviour at whole school level ▪ Reliability and integrity shown in all areas of working ▪ Flexible, listens and is prepared to seek advice and support ▪ "Can do" / "no excuses" approach ▪ Ability to form and maintain excellent relationships with children which enhance their learning and emotional wellbeing ▪ Ability to work under pressure and prioritise effectively ▪ Commitment to maintaining confidentiality at all times 	
Other Factors	<ul style="list-style-type: none"> ▪ Commitment to Equal Opportunities ▪ Enhanced DBS Check 	

Whilst originally based at Oakdale Junior School, the post holder will be required to travel to other local sites, including other CLP schools as part of routine networking.

