

**Job description and person specification:**

**Deputy Headteacher**

**Barnabas Oley CoE Primary School**

Job details

Job title: Deputy Headteacher

**Salary:** L5-9

Hours: Four teaching days per week. 1 day non-contact day (½ day Management ½ day PPA)

**Start date:** September 2024 (however we can be flexible for the right candidate)

Contract type: full-time permanent

Reporting to: Headteacher

Main purpose

Under the direction of the Headteacher, the Deputy Headteacher will:

* Formulate the aims and objectives of the school
* Establish policies for achieving these aims and objectives
* Manage staff and resources to that end
* Monitor progress towards the achievement of the school’s aims and objectives
* Deputise in the absence of the Headteacher, as directed by the governing body. The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers’ Pay and Conditions Document (STPCD)

Duties and responsibilities

Qualities and knowledge

Under the direction of the Headteacher, the Deputy Headteacher will:

* Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
* Communicate the school’s vision compellingly and support strategic leadership
* Support with the day-to-day management of the school
* Build positive and respectful relationships across the school community
* Serve in the best interests of the school’s pupils
* Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
* Work with political and financial astuteness, translating policy into the school’s context
* Seek training and continuing professional development to meet own needs

School culture and behaviour

Under the direction of the Headteacher, the Deputy Headteacher will:

* Create a culture where pupils experience a positive and enriching school life
* 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
* Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Deputy Headteacher will:

* Establish and sustain high-quality teaching across all subjects and phases, based on evidence
* Ensure teaching is underpinned by subject expertise
* Effectively use formative assessment to inform strategy and decisions
* Ensure the teaching of a broad, structured and coherent curriculum
* Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
* Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum
* Establish a culture of ‘open classrooms’ as a basis for sharing best practice
* Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

Under the direction of the Headteacher, the Deputy Headteacher will:

* Promote a culture and practices that enables all pupils to access the curriculum
* Have ambitious expectations for all pupils with SEN and disabilities
* Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
* Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25).

Organisational management and school improvement

Under the direction of the Headteacher, the Deputy Headteacher will:

* 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 staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* Manage staff well with due attention to workload
* Ensure rigorous approaches to identifying, managing and mitigating risk
* Allocate financial resources appropriately, efficiently and effectively
* Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context
* Identify emerging talents, coaching current and aspiring leaders
* Hold all staff to account for their professional conduct and practice
* Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice

Professional development

Under the direction of the Headteacher, the Deputy Headteacher will:

* Ensure staff have access to appropriate, high standard professional development opportunities
* Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
* Seek training and continuing professional development to meet needs
* Create an ethos within which all staff are motivated and supported to develop their skills and knowledge

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Deputy Headteacher will:

* 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
* Work successfully with other schools and organisations
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

The self-improving school system

Under the direction of the Headteacher:

* Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
* Develop effective relationships with fellow professionals
* Model entrepreneurial and innovative approaches to school improvement and leadership
* Inspire and influence others to believe in the fundamental importance of education in young people’s lives and to promote the value of education

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Other areas of responsibility

* Subject Leader responsibilities (see separate job description)
* Undertake the role and responsibilities for Designated Safeguarding lead

The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Person specification

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| Criteria | Qualities |
| **Qualifications** | * Qualified teacher status [note: this is a requirement under the STPCD]
* Degree
* Professional development in preparation for a leadership role (Deputy Headteacher training can be put in place when in post)
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| **Experience** | * Successful leadership and management experience in a school
* Teaching experience [minimum number of years’ experience- 5 years]
* Involvement in school self-evaluation and development planning
* Line management experience
* Experience of contributing to staff development
* Experience of teaching across a range of age-groups
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| **Skills and knowledge** | * Data analysis skills, and the ability to use data to set targets and identify weaknesses
* Understanding of high-quality teaching, and the ability to model this for others and support others to improve
* Understanding of school finances and financial management (desirable not essential)
* Effective communication and interpersonal skills
* Ability to communicate a vision and inspire others
* Ability to build effective working relationships
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| **Personal qualities**  | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
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