



Advert and Job Profile

Job Title: Deputy Headteacher
Grade: Leadership Spine points L11 - 15 (Inc. Outer London weighting)
School: The James Oglethorpe Primary School
Reports To: The Headteacher

Deadline: Friday 21st April 2024 at 12.00 pm
Shortlisting: Monday 22nd April 2024
Interviews: Monday 29th April 2024

Background:

The school is in a unique position as the current Headteacher and Deputy Headteacher have both secured positions in different schools following seven years in their posts and the successful Ofsted of June 2023. Therefore, it is a time of change for Oglethorpe as the newly appointed Headteacher and Deputy Headteacher will be starting together in September 2024 supported by the Governing Body, senior and middle leaders and staff. The school has a solid foundation for the new leaders to take them onwards on their journey to Outstanding. Interviews for the new Headteacher will be taking place on Monday 25th March 2024 and hopefully they will be part of the interview process to select the school's new Deputy Headteacher, as the two will naturally have to work very closely together. Tours around the school are essential and the current Headteacher will be happy to show any prospective candidates around and talk to them about the school.

Job Purpose and Content

The Deputy Headteacher is one member of the school staff team that together is responsible for the education and welfare of the pupils in the school. The Deputy Headteacher is, at all times, subject to the direction of the Headteacher and is expected to work within the agreed system of management and supervision for the school.

The Deputy Headteacher at The James Oglethorpe Primary School will:

- *Oversee phonics across the school and be the line manager to the reading leader. Experience of Read, Write, Inc. is desirable in order to strengthen the teaching and learning and improve the outcomes for our children.*
- *Deputy Safeguarding Lead within the school, e.g. following up on safeguarding concerns, liaising with external agencies, therefore level 3 safeguarding training would be desirable.*
- *Oversee the school website and social media in the school.*
- *Assessment leader across the school, e.g. arranging external and internal moderations, monitoring of Assessment for Learning (AfL), ensuring that data is analysed by middle leaders and acted upon, preparing data for School Improvement Plan (SIP) evaluations or Headteacher reports to governors.*
- *Leading upon the use of Google Drive and the Google Classroom in regards to the online remote learning.*
- *Liaising with governors and supporting the Headteacher at half-termly Full Governing Body meetings.*
- *Leading upon INSETs and staff training in certain areas, e.g. literacy and assessment.*
- *Supporting foundation subject leaders in the development of our curriculum.*
- *Lead on aspects of the School Improvement Plan (SIP) as negotiated with the Headteacher.*
- *Take on the role of Educational Visits Coordinator (EVC).*

- *Arrange daily cover of staff and termly rotas for the whole school.*
- *Teaches daily interventions in certain years groups as negotiated with the Headteacher.*
- *Be the ECT coordinator, organise volunteers, and work experience students.*

Principal Duties and Responsibilities

The professional responsibilities and duties of a Deputy Headteacher are set out in detail in the School Teachers Pay and Conditions Document, which is varied from time to time, and any or all of those duties may be required of the post holder.

Subject to the direction of the Headteacher:

1. Where the Deputy Headteacher has teaching responsibility: teaching the pupils and class(es) that are usually designated as part of an annual timetabling exercise, which includes planning, delivering and monitoring lessons, and setting and marking work, including homework
2. Covering classes, within the framework of the school's cover arrangements, where a teacher is absent and, where relevant, providing cover information for other teachers in the event of known and foreseen absence(s)
3. Deputising for the Headteacher in the event of foreseen and unforeseen absence, within the agreed framework for deputising arrangements
4. Membership of the senior leadership team of the school, which will include a leading role in common SLT responsibilities such as: the daily duty team, the lunch break, supervision of behavioural monitoring and sanctions, planning and delivery of thematic assemblies, attendance at school events, leadership of policy and procedure development
5. Effective and efficient day-to-day monitoring, management, operation, administration and supervision of the designated responsibility area(s)
6. Carrying out relevant strategic planning, within the cycle and framework of agreed school procedures, and monitoring, evaluating, and reporting planning outcomes
7. The management, monitoring, analysis and evaluation of information and data to support school objectives, accountability, target setting, pupil attainment and achievement, and reporting to parents, students and governors
8. The line management of designated staff, which will include performance management (in accordance with the school's performance management framework for teaching and support staff) and direct observation of teaching, learning and professional practice, training and continuing professional development
9. Organising and taking part in the quality assurance procedures of the school – for example, the cycle of departmental and thematic review – and making sure that quality assurance mechanisms are in place for the designated responsibility area(s)
10. Monitoring and developing the quality of provision, the curriculum and teaching and learning in the designated responsibility area(s)
11. Managing relevant resources, including designated budgets, efficiently and effectively in accordance with the financial regulations of the school

12. Promoting and safeguarding the welfare of pupils, students and staff for whom the post holder is responsible
13. Taking part in school based induction, relevant training and development, assessment of performance (in accordance with school policy and practice) and an agreed programme of personal professional development
14. Working in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours
15. Taking appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and in off-site school activities

Note: the responsibilities of this job description may be subject to annual review, subject to the normal processes of discussion and consultation with the post holder

**London Borough of Havering -Children's Services Directorate
Person Specification - Deputy Headteacher**

Skills and Abilities	Essential	Desirable	Assessed by
The ability to lead and manage the school team effectively and efficiently and work with other professionals and agencies	✓		Application and Interview
Communication skills, oral, written and presentational	✓		Application, interview
The ability to deliver and recognise in others well planned, organised and innovative lessons	✓		Interview
Proficiency in the use of IT and the software programmes used in schools – particularly Google Drive with staff and the Google Classroom for remote learning.		✓	Application
The ability to lead, model and manage positive behaviour, good order and assertive discipline in the school	✓		Application and interview
The ability to manage school information and data for recording, monitoring, evaluation and reporting	✓		Application and interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application and interview
Knowledge			
Curriculum expertise with a particular knowledge of Ruth Miskin Read Write Inc.		✓	Application and interview
Be up to date with Year 2/6 standards in order to take intervention groups.	✓		Application and interview
How to lead curriculum development and manage innovation and change	✓		Application and interview
Know how to use information and data to set targets, raise attainment and achievement	✓		Application and Interview
How children and young people learn, develop and progress through life stages and events	✓		Application and interview
How IT can be used effectively to motivate children to learn	✓		Interview
How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum	✓		Application and interview
How to manage health and safety policy and promote and safeguard pupil welfare	✓		Application and interview
How to manage equalities and inclusion policies and how these are implemented in schools	✓		Application and interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		
Qualifications and Experience			
Qualified Teacher Status	✓		Evidence of qualification
Level 3 Designated Safeguarding Lead		✓	Application
Successful teaching experience, including in middle management position(s) or a successful Fast Track progression route	✓		Application
Post threshold teacher status		✓	Application
Evidence of relevant continuing professional development, including, e.g. Future leaders, NPQSL/ NPQH		✓	Application