**Hilldene Primary School**

**Job Description**

**Job Title:** Deputy Headteacher

**Grade**: Leadership Spine points L16-20

**Reports To**: The Headteacher

**Job Purpose and Content**

The Deputy Headteacher works in partnership with the Headteacher and other leaders to create and maintain a positive, enthusiastic and challenging learning environment, dedicated to the well being of pupils, resulting in excellent progress, high attainment and a positive learning climate for all.

The Deputy Headteacher will have significant leadership and management responsibilities, make a significant contribution to the formation and implementation of values and policies and will demonstrate the capacity and expertise necessary to lead and manage any of a wide range of aspects of school life.

The Deputy Headteacher will meet the appropriate requirements of the School Teachers’ Pay and Conditions document and the DfE Standards.

**Attainment: Have a significant impact on pupil attainment**

* Promote high expectations throughout the school
* Monitor and evaluate progress (with other members of the School Leadership Team) made by individuals, groups, classes, year groups and the whole school
* Ensure that challenging short and long-term targets are in place for individuals, groups, classes, year groups and the whole school
* Work effectively and cooperatively with outside agencies that support and challenge standards of attainment
* Support an approach to learning that promotes children in being active and responsible learners: excited, involved and motivated
* Take part in school based induction, relevant training and development, and assessment of performance in accordance with school policy and practice.
* Maintain personal continuous professional development and share this learning with colleagues

**Leading Teaching: Working with the Head Teacher and senior leadership team to develop an outstanding teaching and support team**

* Be an exemplary and outstanding teacher in the classroom
* Set high expectation for all teachers and support staff
* Work with the School Leadership Team to set appropriate targets
* Monitor and evaluate the standard of teaching and its effectiveness in securing individual and school targets, identifying and organising professional development and training needs as required
* Enhance standards of teaching through positive feedback and the commitment to a consistent approach to the development of pedagogy
* Work with the head teacher to recruit and develop the best available staff and deploy them effectively
* Undertake the line management of designated staff, to include performance management in accordance with the school’s performance management framework for teaching and support staff, in order to raise standards, develop staff expertise and support individual career aspirations

**Provision: Develop an outstanding curriculum and learning environment**

* Lead a subject, if required, in which children achieve high standards, are motivated and excited by their learning
* Work with the whole staff team to develop a creative, relevant and ambitious curriculum that meets the immediate and long term learning needs of the children
* Share the whole school responsibility to ensure a positive ethos, with high expectations for good behaviour
* Maintain and develop further the highly inclusive ethos and practice of Hilldene of Primary School
* Work with other members of the SLT to deliver an exciting and interactive learning environment
* Create and maintain excellent learning relationships with children and positive professional relationships with colleagues
* Create positive relationships with members of the local community
* Support parents to support and challenge their children in order to raise aspirations and enhance attainment
* Draft policies that meet the overall vision, values and priorities of the school, as agreed by the Governing Body, selecting objectives that result in successful implementation

**Accountability**

* Accept personal and team accountability; reporting accurately, openly and honestly to the SLT, the Governing Body, the Local Authority and Ofsted
* Support the Head Teacher in meeting responsibilities; prepare reports and collate evidence, support the drafting of self-evaluation documents, devise objectives and evaluate progress towards those objectives
* Evaluate the effectiveness of policies and report findings to the Headteacher and Governing Body
* Secure best value and manage designated budgets, efficiently and effectively by careful selection and use of physical resources in accordance with the financial regulations of the school

**Partnership - Secure the best for the children at Hilldene**

* Further develop the reputation of the school in the local and wider community
* Foster partnership with schools in the Locality and wider community in order to undertake joint professional development for the benefit of children, staff and governors

**Shaping the future**

* Work with the Head Teacher, Governing Body and colleagues to review the values and vision for the school
* Ensure that the vision for the school is clearly communicated and lived out by all members of the community day by day, taking action to ensure successful implementation where needed

**Safeguarding - Lead pupils to a safe and happy lifestyle**

* Share and support the corporate responsibility for the wellbeing, safety and discipline of all children 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
* Ensure that all child protection / safety policies and procedures adopted by the Governing Body are fully implemented by all staff, visitors and volunteers
* Follow adopted procedures for reporting concerns about any child’s wellbeing
* Maintain the safety of children and staff by ensuring appropriate action is taken to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and in off-site school activities

**Overall**

* In the absence of the Head Teacher, if required by the Governing Body, assume the role and responsibilities of the Head Teacher
* Accept any other delegated responsibilities or tasks that might be reasonably required of the Deputy Head Teacher by the Head Teacher or the Governing Body.

**Hilldene Primary School**

**Person Specification**

**Deputy Headteacher**

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| --- | --- | --- | --- |
| **Skills and Abilities** | **Essential** | **Desirable** | **Assessed by** |
| The ability to inspire, lead, manage and develop the school team effectively and efficiently  | 🗸 |  | Interview |
| Communication skills, oral, written and presentational  | 🗸 |  | Application & interview |
| A proven track record as an Outstanding teacher  | 🗸 |  | Interview |
| Proficiency in the use of ICT and its use across the curriculum | 🗸 |  | Application |
| The ability to lead, model and manage positive behaviour and good order in the school  | 🗸 |  | Application and interview |
| The ability to manage school information and data for recording, monitoring, evaluation and reporting | 🗸 |  | Application and interview |
| **Knowledge** |  |  |  |
| Relevant (to be agreed) subject and/or curriculum expertise  | 🗸 |  | Application |
| 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  | 🗸 |  | Interview |
| How children and young people learn, develop and progress through life stages and events | 🗸 |  | Application and interview |
| How ICT 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 |
| **Qualifications and Experience** |  |  |  |
| Qualified Teacher Status | 🗸 |  | Evidence of qualification |
| Successful teaching experience, including in middle management positions | 🗸 |  | Application |
| Post threshold teacher status |  | 🗸 | Application |
| Previous experience as an Assistant or Deputy Headteacher  |  | 🗸 | Application |
| Evidence of relevant continuing professional development | 🗸 |  | Application |