

# Job Description

<b>Job title:</b>	<b>Deputy Headteacher</b>
<b>School:</b>	<b>Sybourn Primary School</b>
<b>Responsible to</b>	<b>Head of School</b>
<b>Location:</b>	<b>London</b>
<b>Salary:</b>	<b>L13 – L17 £73,708 - £80,884 Outer London</b>
<b>Contract type:</b>	<b>Permanent</b>

## Main purposes of the job

To lead learning in a Lion Academy trust school and guide staff in developing consistent practice in teaching and learning ensuring high quality learning opportunities, pastoral care, safeguarding and behaviour through the management of behaviour, teaching and learning, attendance, pupil engagement, parental engagement, extended services and school organisation. This is so that all children achieve the highest standards of attainment and achievement.

The particular duties assigned to this post are subject to the general conditions of service for a class teacher as set out in the current school Teachers Pay and Condition Document. The duties of the role are set out below and the Deputy Headteacher will be required to safeguard and promote the welfare of children and young people. These duties may be reviewed and amended in consultation with the post holder, in the light of any changes in the requirements and priorities within the school or the Lion Academy Trust partnership of schools. Variations in the duties of the Deputy Headteacher are common occurrences and cannot in themselves justify a re-grading of the post.

As part of the Deputy Headteacher Development - all deputies are given additional responsibilities that they lead on such as; Inclusion, Assessment, Safeguarding , Health and Safety, Curriculum Development , Phase or Site oversight, Attendance, Behaviour, Parental Engagement, Extended Services, Human Resources and Finance. These are shared across four deputies and are allocated annually as part of professional development and the school's needs. These will be allocated in consultation with the successful candidate and the needs of the school. The allocation and support will form part of induction processes. Sybourn Primary believes in developing skill sets and knowledge and understanding so that should a Deputy Headteacher look to transition to a Head of School role, they have the educational and operational understanding of the functioning of successful schools. All deputies at Sybourn Primary receive training and development from the Head of School.

### **Core and Professional Duties**

The Deputy Headteacher will work closely with the Head of School:

- Maintain and extend an ethos and provide educational vision and direction that secures effective teaching, successful learning and achievement by all pupils.
  - Secure the commitment of the whole school community to the vision and direction of the Lion Academy Trust.
  - Lead by example, provide inspiration and motivation and embody vision and purpose in the leadership of the school and collaboration for the pupils, staff, Governors, parents and carers.
  - Implement and deliver all Lion Academy Trust policies, processes, strategies and procedures.
  - Ensure that all those involved in the school are committed to its aims and are accountable for meeting long, medium and short term objectives to secure school improvement.
  - Motivate all concerned with the school to create a shared culture and positive climate.
- Continue to place Lion Academy Trust School at the heart of its community by attending events throughout the year, engaging in activities that will promote Lion Academy Trust School within the community.
- Expected to teach a class in the school if required and teach specialist subjects.

### **Leadership and Management**

- Develop, motivate and lead staff to achieve the highest possible standards in line with the vision of the Trust.
- Build a collaborative learning culture within the school and actively engage with other schools and agencies to build effective learning communities.
- Manage change effectively.
- Keeping abreast of educational developments and associated funding streams through your own professional training and research.
- Maintain sound procedures for security, supervision, and maintenance of the school environment ensuring that all health and safety regulations are met.
- Manage professional development whilst ensuring work life balance.
- Advise the Head of School and Local Advisory Body as required.
- Ensure that all responsibilities delegated by the Trust Board and Advisory body are carried out.
- Develop and where appropriate manage, high quality, affordable extended services.
- Support and assist the Head of school within the structure of the senior leadership team.
- Work collaboratively with the Head of School and Local Advisory Body to review and implement school policies.
- Undertake responsibility for a coordinated approach to monitoring and evaluating the quality of teaching and learning across the school.
- Lead and coordinate CPD for teaching staff across the school.
- Undertake responsibility for the induction of new staff, including ECTs.
- Carrying out appraisal of staff as part of the Lion Academy Trust Appraisal Policy.
- To mentor ECTs as required.
- Helping to maintain outstanding behaviour around the school at all times and specifically carrying out one dinner time duty per week.
- Work in collaboration with other senior and middle leaders to ensure a cohesive whole school approach to improvement priorities.
- Contribute to School Self-Evaluation (SEF) and the School Improvement Plan (SIP) assuming responsibility for those areas determined by the Head of School.
- Attend Local Advisory Body meetings as and when required.
- Deputise for the Head of School in the event of their absence.

### **Teaching, Learning and Curriculum Standards**

- Lead in the design, implementation of a curriculum which inspires, engages and motivates all pupils.
  - Ensure a consistent and continuous school wide focus on assessment and achievement using appropriate data and benchmarks to set, monitor, track and evaluate individual pupil progress.
- \* Challenge and remedy underperformance.
- Provide nurturing and attentive pastoral care for all pupils.
  - Ensure exemplary behaviour and attendance.
  - Ensure the school, phase and additional services provides a high quality stimulating learning environment for all children as outline in line with the Lion Academy Trust expectations.

- Monitor, evaluate and review classroom practise and promote improvement strategies: aiming for outstanding standards of learning and teaching at all times.
- Model professional behaviour, conduct and Trust leadership standards at all times.
- Become assessment proficient and be self-reflective and evaluative and support leadership in developing an assessment proficient school across all areas.

#### **Communication and Consultation**

- Develop and maintain effective lines of communication/service throughout the school and between staff, governors, parents, additional LAT schools and the wider community.
- Build effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice.
- Consistently use and develop information systems to ensure exemplary communication links with all stake-holders.
- Coordinate the schools work to ensure smooth transitions and continuity of learning.
- Ensure that there is regular and effective communication of the progress of every child's learning to every stakeholder.
- Work with the local governing body to provide information on the progress of relevant aspects of the schools work, and intended developments.

#### **Undertake to the extent required by the Head of School or the Governing Body the professional duties of the Head of School in the event of his absence. Specific duties include:**

##### **Assessment -**

- Building on the existing assessment procedures in the school and further developing them so that children's individual progress is accurately measured and the school has records of overall attainment in all subjects for every pupil.
- To analyse all aspects of the schools work against measurable outcomes for children.
- To ensure that there is accurate identification of individual children's special educational needs and that they are appropriately supported.
- Provide regular and accurate reporting on standards of attainment and achievement across the school to all key stakeholders.

##### **Curriculum Development and Responsibility -**

- The continual development, effective organisation and creative implementation of the school's curriculum.
- Ensuring that the curriculum is accurately matched to the needs of the pupils and continues to meet the priorities outlined in the school improvement plan.
- Ensure staff all fully supported in pre-PPA and provide tailored and sequenced learning for all children.
- Implement school policies on curriculum, teaching and learning, assessment, recording and reporting and ensuring that these meet all statutory requirements.
- Ensuring that the learning and teaching provided by different year groups and teaching teams form a co-ordinated, coherent curriculum entitlement for pupils and caters for their Spiritual, Moral, Social and cultural needs.

##### **Curriculum Responsibility -**

- To take responsibility for developing the Trust curriculum and managing the middle leaders and senior leaders in line with the needs of the school and the priorities outlined in the school improvement plan.
- Promoting Positive Ethos and Implementing the School's Behaviour Policy.
- Maintain, challenge and ensure high standards of behaviour and discipline across the school with particular responsibility for Behaviour Watch and Attendance within the Lion Academy Trust expectations and ethos.

**Appointed Candidate's Name:**

- To foster the belief that all children have the right to receive an excellent education, in a mutually respectful, caring environment which meets every child's needs.
- To develop and ensure consistency among teachers and support staff in dealing with behaviour and to take a key role in ensuring that high standards of behaviour are maintained at all times.
- To monitor the use of the school's online behaviour tracking system and ensure that accurate records and reports are maintained in relation to pupil behaviour.

**Pupil's Personal Development -**

- Deliver and promote the Sybourn Primary 5 Ways as well as implementing policies and procedures that relate to British Values.
- Implement and deliver all LAT policies and procedures that relate to personal development, behaviour and safeguarding as part of the senior leadership team.
- As part of the leadership team have clear oversight of health and safety and overall site management and organisation so that all policies and procedures are adhered to.
- Fully implement and support all behaviour policies and processes on a daily basis across all parts of the school.

**Day-to day management -**

- To assist the Head of School in ensuring that the school runs smoothly and acting in a management capacity as the need arises. Leading on the to the general day to day management and organisation of the school by ensuring all cover arrangements and release are in place across the school, being aware of any of the issues and concerns and ensuring that appropriate action and redeployment of resources is undertaken. This includes;
- undertaking class teaching as required.
- drawing up timetables and rotas to ensure the efficient use of premises and efficient deployment of staff.
- providing support for staff and pupils within an overall pastoral role.
- assisting staff with curriculum financial management and in collaboration with the Head of School the administration of the school's annual budget.
- the organisation and oversight of Midday Supervision and extended services.
- overseeing the supervision of pupils during lunchtimes.
- conducting assemblies on a regular basis.
- organisation for staff absence etc.
- There is an expectation that the senior managers will attend and contribute to a senior leadership team meeting once a week, undertake a lunch duty and attend an early morning information briefing daily.

**External liaison -**

- liaise with relevant external agencies as appropriate, such as external advisory staff or consultants and/or other schools on specific teaching and learning issues relevant to your responsibility areas, its pupils and staff.
- liaise effectively within the LAT framework with parents/stakeholders/other schools to ensure excellent relationships between home and school in order to improve pupil's learning and behaviour. This includes been proactive in solving issues and reflecting a high stakeholder service to ensure that relationships with parents and stakeholders impact positively on all pupils outcomes.

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This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

**Appointed Candidate's Name:**

**Date of Appointment:**

**Signature of Appointee:**

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.