



## **Job Description: Deputy Headteacher**

Kenmore Park School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### **Job details**

**Salary:** Leadership scale L11-L17 inclusive of outer London weighting

**Contract type:** Full-time/permanent

**Reporting to:** Headteacher

### **Main purpose**

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

- Formulating the aims and objectives of the school;
- Establishing policies for achieving these aims and objectives;
- Managing staff and resources to that end;
- Monitoring progress towards the achievement of the school's aims and objectives;
- Leading on curriculum, teaching and learning, assessment and CPD across the school;
- As a deputy designated safeguarding lead, to ensure that proper safeguarding procedures and policies are followed.

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the Governing Body.

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

### **Qualities**

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct;
- Lead by example, creating a shared commitment to high expectations, collaborative teamwork, distributed leadership and professional reflection;
- Maintain high standards of integrity, ethics, loyalty, discretion and professional conduct;
- Build positive and respectful relationships across the school community;
- Serve in the best interests of the school's pupils;
- Publicly support all decisions of the Head Teacher and Governing Body;
- Be committed to their professional development and growth as a leader and learner.

### **Duties and responsibilities**

#### **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 and develop a love for lifelong learning in line with our school vision and values;
- Uphold and further develop educational standards in order to enable pupils to achieve their personal bests and prepare pupils from all backgrounds for their next phase of education and life;
- Ensure a culture of staff professionalism and build a culture where staff are encouraged to develop and grow as learners;
- 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, and support all staff with implementing, consistent and fair approaches to managing behaviour, in line with the school's behaviour policy;



## Teaching and Learning, Curriculum and Assessment

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

- Promote a culture that ensures a continuous focus on raising pupils' achievement using comparative data and local and national benchmarks to evaluate and improve the school's performance;
- Ensure the teaching of a broad, structured and coherent curriculum across the school that challenges and inspires their enthusiasm for learning;
- Systematically evaluate and develop the quality of teaching and learning across all subjects and phases in the school;
- Work with classroom staff to ensure teaching is underpinned by subject expertise;
- Support all staff to effectively use formative assessment to inform strategy and decisions;
- Ensure that there is effective planning and assessment for every child's learning, and careful monitoring and tracking of the progress and achievement of pupil groups and individual pupils;
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum;
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities;
- Ensure the use of evidence-informed approaches;
- Promote and encourage creativity, innovation and the use of new technologies in order to enhance teaching and learning;
- Oversee and develop curriculum enrichment including visits and visitors;
- Lead on policy, procedures and risk assessments for visits and visitors as Educational Visits Co-ordinator (EVC);
- Work with the relevant staff to develop and maintain a broad range of extra-curricular activities across the school, including sports and arts;
- Work with the relevant staff to support families with learning through information meetings, workshops and other events;
- Maintain and develop links with parents, other schools, educational establishments and the wider community in order to enhance teaching and learning and personal development.

## 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 Body and through consultation with the school community, analysing and planning for its future needs and further development within the local, national and international context;
- 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 and wellbeing;
- 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;
- Make sure school improvement strategies are effectively implemented.



## **Professional development**

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

- Review and monitor professional development needs and develop plans in line with school improvement priorities and current educational thinking/research;
- Ensure all staff have access to appropriate, high standard professional development opportunities in line with their roles and the school vision for lifelong learning;
- Evaluate effectiveness of professional learning in place;
- Keep up to date with research and developments in education;
- Lead the delivery of staff training as appropriate;
- Lead the implementation of the Early Career Framework (ECF);
- Carry out the Induction Tutor role for ECTs;
- Seek training and continuing professional development to meet needs.

## **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;
- Support, challenge and appraise the work of all staff through the implementation of effective strategies and procedures for induction, professional development and performance review;
- 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;
- Build, maintain and develop links with parents, other schools, educational establishments and the wider community in order to enhance teaching and learning and personal development.

## **Other areas of responsibility**

- Day to day organisation of the school – cover, duty rotas, timetabling, events;
- Parent, Teacher Association liaison;
- Linked SLT member to one phase (EYFS/Y1, Y2/3, Y4/5/6) and support the phase year groups with pastoral/behaviour support as well as oversee quality of education and standards in that phase;
- Appraisal leader for identified staff members.
- Will act as a signature on the schools banking accounts, (BACS), to ensure separation of duties

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 carry out other duties appropriate to the level of the role.



## Person Specification: Deputy Headteacher

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree or equivalent teaching qualification</li> <li>• Evidence of own continuing professional development, including appropriate leadership training</li> </ul>
<b>Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Successful and recent leadership and management experience in a school;</li> <li>• Substantial, varied and exemplary teaching experience within primary school settings;</li> <li>• Involvement in school self-evaluation and development planning;</li> <li>• Demonstrable experience of successful line management and staff development;</li> <li>• Successfully leading a team or school improvement activities and evaluating impact;</li> <li>• Leading and evaluating the impact of school-based CPD;</li> <li>• Curriculum leadership and development;</li> <li>• Evidence of developing and implementing strategies to help children and their families;</li> <li>• Experience of managing safeguarding in a school setting;</li> <li>• Working successfully with parents and governors.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Working in more than one school;</li> <li>• Teaching in more than one Key Stage;</li> <li>• Managing transitions between Key Stages/phases;</li> <li>• Working in a multicultural school.</li> </ul>
<b>Skills and knowledge</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Exemplary classroom practice;</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve;</li> <li>• Thorough understanding of the range of needs in a primary school;</li> <li>• Comprehensive understanding of effective assessment for learning strategies;</li> <li>• A thorough knowledge of and proven commitment to inclusion, equal opportunities policy and practice;</li> <li>• Data analysis skills, and the ability to use data to set targets and identify strengths and development areas;</li> <li>• Knowledge and understanding of current educational issues, developments and legislation;</li> <li>• Knowledge of effective methods of staff development;</li> <li>• Ability to communicate a vision and inspire others;</li> <li>• Ability to motivate, support and challenge staff;</li> <li>• Ability to lead, implement and manage change;</li> <li>• Ability to build effective working relationships;</li> <li>• Effective communication and interpersonal skills.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Understanding of school finances and financial management</li> </ul>



<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Reliability, enthusiasm, flexibility, resilience and initiative</li><li>• Passionate, creative and energetic</li><li>• Approachable and supportive</li><li>• Professional integrity and honesty</li><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school;</li><li>• Ability to work under pressure, prioritise effectively and meet deadlines;</li><li>• Commitment to maintaining confidentiality at all times;</li><li>• Emotional resilience in working with challenging behaviours;</li><li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li><li>• The ability to work independently and as part of a team</li><li>• The ability to inspire confidence by leading through example</li><li>• Ability to communicate effectively with a wide range of people including children, staff, parents and governors</li><li>• A commitment to continuing professional development</li></ul>
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**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** January 2024

**Next review date:**

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_