



Job Description

Title:	Deputy Headteacher; Primary
Reports to:	Head Teacher
Location:	CHAT
Hours:	Full time
Annual Weeks:	Term time
Contract Type:	Permanent
Salary:	Leadership Scale L9 Outer London Pay Point: £51,857.00 per annum

Areas of Responsibility and Key Tasks:

The Deputy Headteacher will be responsible for working with and supporting the Head Teacher on key school leadership and management areas. This will involve accepting delegated responsibilities.

As a Deputy Headteacher you will have a whole school responsibility in all areas of school performance. If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the CEO. The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher.

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 in line with other CHAT academies.
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Overseeing the development of pedagogy in the school to ensure all staff are effective practitioners

Strategic Direction and Development of the Academy

- Promote the unique vision and ethos of the Academy Trust
- Acting as a "sounding board" and "critical friend" to the Headteacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher and Governing Body.
- Be responsible for evaluating, developing and writing policies
- Be responsible for producing a yearly school development plan to ensure continual and ongoing school improvement
- Ensure that pupil achievement is outstanding and overall standards remain high through undertaking rigorous assessment, monitoring, analysis and effective use of data as part of whole school self-evaluation
- Lead and manage staff to achieve whole school priorities and targets



- Establish clear communication systems to ensure that parents are kept well informed of children's attainment and progress, the curriculum, school targets, and their vital role in the process of children's learning
- Produce termly analysis reports on Standards and Achievement, Quality of Teaching, Personal and Social Development, Parent and Community, Safeguarding for the Principal and Governors

Quality of Teaching

- Establish a clear work plan linked to a monitoring cycle to monitor and observe lessons, provide feedback to teachers, set ongoing targets, and provide appropriate support to ensure that all teachers reach our high expectation of delivering outstanding lessons
- Ensure that our Literacy and Mathematics programmes are fully understood, implemented and delivered with consistent quality across the school
- Provide ongoing targeted CPD opportunities and training for teachers and teaching assistants to ensure consistent and high quality teaching
- Take responsibility and implement academy procedures where performance is not up to standard
- Plan and implement effective induction training for NQT's closely linked to the Academy's policies, aims and vision
- Ensure that the quality of teaching, curriculum delivery, learning environments, management of children's behaviour are consistently outstanding in all classes

Leading and Managing Staff

- Be responsible for the performance management of class teachers and support staff
- Establish positive and constructive working relationships with all staff
- Establish clear and effective procedures for delegation with senior colleagues
- Ensure clear communication procedures so that staff are kept informed and are clear about expectations
- Be responsible for the morale of staff by providing inspiration, energy, good humour and support
- Be an excellent role model – instil good will through undertaking tasks such as playground and lunchtime duties

Accountability

- Assist in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school
- Assist the Headteacher to manage and deploy people and resources efficiently and effectively to enable the school to meet its objectives and plans, to improve its performance and provide value for money.
- Provide advice and support to parents about the curriculum and other school issues
- Assist in the development of good community and home/school links
- Support the school's extra-curricular activities and enrichment opportunities.
- Prepare and present informative reports to SLT, governors and parents / carers as required.
- Provide training and guidance to stakeholders, including Governors, as required



- Show a commitment to continuing one's own professional development and contribute to the life of the school
- Deputise for the Headteacher during a period of absence
- Operate at all times within the school's policies and practices, and maintain confidentiality
- Undertake other duties that are reasonably assigned by the Headteacher

Specific Responsibilities

- Be responsible for budget expenditure and achieve value for money
- Undertake whole school training/INSET as required
- Take responsibility for whole school assemblies and events
- Take responsibility for meeting with parents and dealing with any difficulties or complaints
- Take responsibility for Safeguarding and Child Protection procedures
- Be fully aware of all key school policies, including complaints procedures
- Support and guide colleagues at all times
- Provide written reports on time
- Be continuously aware (through pupil tracking, assessment, monitoring, performance outcomes) of children's attainment and progress across the whole school
- Take responsibility for Health and Safety and Accident Procedures across the school
- Take responsibility for Behaviour and Discipline across the school
- Take responsibility for visitors to the Academy, and the planning/ organisation of key events as required
- Attend governors meetings and other essential meetings outside of school hours
- Ensure the smooth day to day administration and organization of the school
- Lead and manage the school effectively in the absence of the Headteacher or Executive Headteacher

There needs to be a commitment from the post holder in this senior position to undertake further professional development such as the National Professional Qualification for Headteachers (NPQH), a Masters Degree in senior leadership or equivalent.



Who you are?

You will need to be enthusiastic, passionate and dedicated to leadership in Primary education and possess effective leadership skills with a growing team. Committed to providing an outstanding service you will help the Trust grow the provision with vision and creativity, working collaboratively across multiple teams whilst meeting the growing needs of the community.

You will have a proactive approach to researching and implementing change to keep in line with the ever-evolving educational sector.

You will be an excellent classroom practitioner and be able to lead on staff CPD and development of highly effective teaching.

Parents, carers and colleagues must find you approachable, empathetic at the same able to produce results.

	Essential	Desirable
QUALIFICATIONS AND SKILLS	X	
Qualified Teaching Status	X	
First degree	X	
NPQH		X
Professional development or training undertaken in preparation for deputy headship	X	
Experience of deputy/assistant headship	X	
Leadership and management experience	X	
Ability to lead by example and be a positive role model with excellent communication skills	X	
Personal impact and presence	X	
Understanding of current educational provision and the wider school systems	X	
PUPILS AND STAFF		
Have ambitious standards and high expectations for all pupils	X	
Have excellent understanding of high quality teaching and learning		
Promote the development of the whole child		
Use data analysis to effectively drive whole school improvement	X	
Encourage all staff to develop their unique potential	X	
SYSTEMS AND PROCESS		
Demonstrate efficient strategic leadership	X	
Ensure the safety of all staff and pupils at all times	X	
Promote excellent behaviour and positive attitudes to school life	X	
Understand systems for performance management to hold staff to account	X	
Demonstrate an ability to address under-performance	X	
Demonstrate an understanding of the role of the governing body	X	
Demonstrate an understanding of how budgets and resources are deployed in the best interests of pupils	X	
Promote distributed leadership throughout the school	X	
SELF IMPROVING SCHOOL	X	



Knowledge and experience of working with other schools and organisations	X	
Effective partnerships with a range of professionals	X	
Use well evidenced research to achieve excellence	X	
Provide opportunities for high quality staff development	X	
Confident and innovative approach to school improvement	X	
Source of inspiration and encouragement for all in the school community	X	
PERSONAL ATTRIBUTES		
Value all children and be committed to the development of the whole child	X	
Relate well to children, staff and parents	X	
Ability to adapt to new circumstances and new ideas in a positive and creative manner	X	
Ability to deal with sensitive issues in a professional manner	X	
Has high standards of self and others	X	
Energy and enthusiasm	X	
Integrity and loyalty	X	