

James Watt Primary School Job Description - Deputy Head Teacher

The post holder is required to carry out the duties of a Deputy Head Teacher in accordance with the provisions of the current School Teachers Pay and Conditions Document and within the range of teachers duties set out in that document.

Purpose

- To deputise and undertake overall responsibility for the school in the absence of the Head Teacher and on any other occasions which are deemed necessary.
- To further the aims of the school and support the Head Teacher in ensuring the vision of the school is communicated and clarified.
- To share with the Head Teacher a responsibility for providing quality assurance in all the school's activities.
- To provide for the Head Teacher an overview of major school issues through a wide ranging awareness and contact with staff and pupils.
- To contribute to the overall leadership and management of the school with specific responsibilities identified.
- To assist the Head Teacher in promoting awareness and observation of the Health and Safety Guidelines of the Local Authority.
- To have an agreed teaching responsibility.

Responsibilities and Role

Monitoring and Evaluation

- To work with the Head Teacher to ensure that the aims, values and objectives of the school are achieved through an effective School Development Plan.
- With the school leadership team, support the Head Teacher in the evaluation of the School Development Plan.

- To assist the Head Teacher in identifying school needs by a process of school self-review, as agreed by the governing body. To assist in the monitoring and review of the outcomes of the review.
- To develop a clear knowledge of the administrative and financial matters and to work with the Business Manager in monitoring and managing the Supply budget.
- To meet with the Head Teacher and/or the school leadership team on a regular basis to discuss matters of policy, organisation and development.
- To work with the Head Teacher in analysing performance data and setting school targets for consideration by the Governing body.

Staffing

- To share with the Head Teacher the responsibility for supporting and promoting the wellbeing of all staff.
- To support staff working with pupils who have challenging behaviour through behaviour meetings, the formulation and evaluation of behaviour plans and monitoring of the school behaviour policy and procedures.
- To ensure that appropriate support systems are in place for NQT staff.
- To co-ordinate cover for absent staff.
- To assist the Head Teacher in the deployment of staff.

Staff Development

- To have responsibility with the Head Teacher for leading and managing all staff and acting as a role model to ensure the highest standards are delivered at all times
- To ensure appropriate opportunities for induction and to work with the Head Teacher to ensure opportunities for continuing professional development are in place and are linked to staff appraisal
- To work with the Head Teacher to ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- To acknowledge, share and promote excellence and develop effective team working.

Pupils

- To have responsibility with the Head Teacher for the discipline, behaviour and welfare of all pupils.
- To share with the Head Teacher responsibility for Child Protection work and to hold valid Designated Safeguarding Lead Certification.
- To work with the Head Teacher in ensuring that the needs of individuals are considered at all stages of planning in school.
- To work with the school administrative team and EWO in monitoring attendance.
- To support pupils by ensuring that the needs and priorities for individuals are widely disseminated.

Learning Partners

- To share with the Head Teacher, responsibility for providing guidance, advice, counselling and support to parents and carers in the school.
- To lead and be responsible for the development of partnership working with other special schools and mainstream partners and to work as the leader for Learning Partnerships in developing outreach, in-reach and inclusion opportunities.
- To work with the Principal in creating and maintaining effective partnerships to support and improve pupil achievement and personal development.
- To lead and to facilitate multi agency working in school including overview of SLAs.
- To attend meetings of the Governing Body and any relevant sub committees.
- To develop links with the LA and the wider community.
- To be the key person in the management and organisation of volunteers, students, supply staff and work experience placements.

Teaching and Learning

- To have a teaching commitment of (to be negotiated annually).
- To monitor and evaluate the content and effectiveness of the school curriculum in partnership with the Head Teacher.
- To co-ordinate and manage a curriculum subject across the whole school.

Performance Management

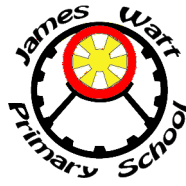
- To participate in any arrangements within the agreed framework for staff appraisal required by the LA.
- To be a team leader in appraisal of teaching and support staff.

Safeguarding Children & Safer Recruitment

- To be committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2011 and expect all staff and volunteers to share this commitment.
- To hold valid Designated Safeguarding Lead certification.

Personal Development

- To take a full and active part in professional development activities.
- To regularly attend any relevant training and development activities both within and outside school and to attend relevant meetings.
- To keep up to date with the requirements of the DfE, QCA and LA



Deputy Headteacher – Person Specification

Educational Qualifications and Training	
Essential	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree or equivalent
Desirable	<ul style="list-style-type: none"> • Evidence of further study • Willingness to study for NPQH
Experience	
Essential	<ul style="list-style-type: none"> • Varied experience and understanding of teaching and learning across the primary age range • Previous recent experience in a senior leader or middle manager role in a primary school • Experience of data analysis • Responsibility for developing, monitoring and evaluating an aspect of school provision • Experience of leading and managing people • Experience of contributing to self evaluation and school improvement • Experience of leading training and other staff development activities, including performance management
Desirable	<ul style="list-style-type: none"> • Experience of teaching in more than one key stage • Experience of working in at least two schools • Experience of coaching and mentoring • Experience of working with governors, parents and the wider community
Knowledge and Understanding	
Essential	<ul style="list-style-type: none"> • A proven track record as an outstanding teacher • Knowledge of the curriculum for Foundation Stage, Key Stage 1 and 2 • In-depth knowledge of curriculum development and effective pedagogy • Sound understanding of assessment, recording and reporting • Understanding of strategies for school improvement • Knowledge of how the effective use of data and target setting can raise standards • Up-to-date knowledge and understanding of current educational issues

Desirable	<ul style="list-style-type: none"> • Evidence of highly effective teaching in more than one year group • Subject Leadership of either Literacy or Numeracy • Knowledge of Raise-online
Skills	
Essential	<ul style="list-style-type: none"> • Ability to positively influence others • Ability to motivate, lead and manage people to work both individually and in teams • Ability to implement change and plan strategically • Outstanding communication skills, with a range of audiences both orally and in writing • Understanding, analysis and interpretation of school performance data • Ability to prioritise, work under pressure and meet deadlines • Effective problem solving skills • Effective administrative and organisational skills
Personal Attributes	
Essential	<ul style="list-style-type: none"> • Value all children and committed to the development of the whole child • Relate well to pupils, staff and parents and care about their individual needs • Able to adapt to changing circumstances and new ideas in a positive and creative manner • Ability to deal with sensitive issues in a professional manner • Has high standards of self and others • Good judgement • Energy and enthusiasm • Integrity and loyalty • A good sense of humour