

## **JOB DESCRIPTION**

<b>DIRECTORATE:</b>	Education, Early Years and Young People
<b>SCHOOL:</b>	Coety Primary School
<b>POST:</b>	Deputy Headteacher
<b>GRADE OF POST:</b>	ISR Range: 12 – 16
<b>RESPONSIBLE TO:</b>	Headteacher

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### **JOB PURPOSE**

The core purpose of the Deputy Headteacher is to assist the Headteacher to provide professional leadership and management of the school which will promote a secure foundation from which to achieve high standards in all areas of the school's work.

### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES**

#### **Strategic Direction and Development of the School:**

- lead by example, inspiring and motivating the school community to have high expectations leading to excellence;
- collaborate across our school community to instil the vision, ethos and apply policies for the school, which promote high levels of achievement;
- support the Headteacher in achieving the priorities and strategic aims which the school sets for itself;
- motivate staff to support the school's strategic aims and actively engage in professional learning and development;
- ensure that the management of the school, including grant funding, resourcing, including administration, supports the school's policies, vision and strategic aims;
- to work alongside the Headteacher ensuring that self-evaluation, improvement planning and implementation are a regular and highly effective part of the work of all staff;
- to ensure the effective leadership of the school in the absence of the Headteacher.

#### **Teaching and Learning:**

- create a rich, inclusive and safe environment which secures effective learning and high expectations across the breadth of the Coety curriculum and promote high standards of achievement, behaviour and wellbeing with all pupils;
- lead on the school's approach to developing high quality and a consistent

approach to pedagogy / teaching and learning throughout the school, ensuring excellence for pupils and staff;

- develop and promote effective links with partners, including parents, the LA and support services and other educational establishments within and beyond the wider community, including business and industry, to enhance teaching and learning and pupils' personal development.

### **Leading and Managing School Team:**

- develop highly-effective and positive working relationships with and between all staff, governors, families, and the immediate and widest community by role-modelling Coety Primary School's values and behaviours;
- implement and sustain effective strategies for the management and wellbeing of all staff;
- proactively encourage and lead professional learning and development in all school staff;
- lead on community engagement and safeguarding;
- enable performance management / professional development systems to operate effectively and to engage with appraisal requirements of the Headteacher and relevant staff;

### **Community / Families:**

- proactively partner with families and the community to strive to develop strong and mutually beneficial reciprocal partnership links, increasing engagement, volunteering, access to resources and strong relationships.

### **Effective Deployment of Staff and Resources:**

- work with governors and Coety team to recruit high quality staff;
- ensure that all staff understand their respective roles and responsibilities;
- manage the teaching and learning of pupils across all phases;
- participate in and lead any training and development activities in order to maintain own professional development or to enhance competence within job role and manage the personal development of colleagues;
- undertake any duties or task as directed by the Headteacher, and responsibilities commensurate with the grade of the post and participate in the regular review of the content of the job description.

Roles & responsibilities within this job description are not exhaustive and additional elements can be added.

## **GENERAL DUTIES**

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

## **REVIEW DATE/RIGHT TO VARY**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS BUREAU**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

**Person Specification**  
**Deputy Headteacher**

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Education, Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Recent and relevant experience of teaching pupils throughout the primary age range.</li> <li>• Full Registration with EWC.</li> <li>• Teaching experience must be excellent.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge, understanding and experience of the pedagogical needs across the whole primary phase.</li> <li>• Experience of creating a bespoke curriculum aligned to school vision, strategy and community need.</li> <li>• Experience of leading Areas of Learning and Experience (AOLEs) throughout the primary phase.</li> <li>• Experience of contributing to the school as part of a leadership and management structure to raise standards of attainment and achievement.</li> <li>• <b>Driven:</b> Experience of driving school improvement and its implementation.</li> <li>• <b>Curiosity and Commitment:</b> Experience of relevant professional learning being linked to school improvement.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, references and selection process.

	<ul style="list-style-type: none"> <li>• Experience of developing and delivering innovative initiatives linked to curriculum and teaching and learning both within and beyond the school.</li> <li>• <b>Innovator:</b> Experience of enabling and delivering innovation and leading change.</li> <li>• Experience of working as part of a team that is committed to an inclusive agenda and a clear understanding of the new Additional Learning Needs (ALN) system.</li> <li>• <b>Collaborator:</b> Experience of working in partnerships with the wider community to drive forward school improvement, such as, cluster or regional working.</li> </ul>	<p>Yes</p>	
<p><b>Skills &amp; Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Outstanding interpersonal and communication skills.</li> <li>• <b>Emotional Intelligence and Communicator:</b> Ability to demonstrate an awareness of the needs of colleagues and how to support them whilst leading and implementing whole school change.</li> <li>• <b>Leader:</b> Ability to play a key role in supporting the Headteacher not only in leading the school but also in further developing a collegiate approach to working.</li> <li>• Ability to act as a critical friend to the Headteacher.</li> <li>• Ability to use digital technology and other online systems as a tool to enhance learning.</li> <li>• A willingness to undertake the National Professional Qualification for Headship (NPQH)</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, references and selection process.</p>

	<ul style="list-style-type: none"><li>• An aspiring Headteacher, who strives to lead their own school.</li><li>• <b>Designer:</b> Evidence of designing and implementing initiatives to develop high quality pedagogy.</li><li>• <b>Research Informed:</b> evidence of reading educational journals, research and other sources of information and synthesise the information to make them accessible for all.</li><li>• <b>Decision Making:</b> Ability to make informed and timely decisions throughout the school day.</li></ul>	Yes	
		Yes	