JD and person specification:

Deputy Head Teacher

Through an emphasis on aspiration, confidence, creativity and care, we will nurture achievers who are lifelong ambitious learners: equipped to thrive in a challenging and ever-changing world.

Job Description and Person Specification

POST TITLE: Deputy Head Teacher
GRADE: L14-L18
RESPONSIBLE TO: Head Teacher and Governing Board

PROTECTING OUR CHILDREN - SAFEGUARDING

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues both physically and mentallly.

EQUAL OPPORTUNITIES

Our school policies outline the commitment of the staff and governors of Park Primary School to ensure that equality of opportunity is available to all members of the school community.

For our school this means not simply treating everybody the same, but understanding and tackling the different barriers which could lead to unequal outcomes for different groups of pupils in school, together with celebrating and valuing the achievements and strengths of all members of the school community.

We believe that equality at our school should permeate all aspects of school life and is the responsibility of every member of the school and wider community. Every member of the school community should feel safe, secure, valued and of equal worth. We endeavour to ensure that all should be fully able to access everything that the school has to offer regardless of individual needs.

The school actively discourages and challenges any inappropriate language or behaviour displayed.

PURPOSE OF JOB

To carry out the professional duties of Deputy Head Teacher as directed by the Head Teacher.

Overview

The Deputy Head Teacher will work closely with the Head Teacher to deliver and secure the highest quality of provision. Overseeing the work of the Assistant Heads and Phase Leaders in the fundamental areas of: Teaching and Learning; Standards; Inclusion and Safeguarding across the school. Additionally managing the day-to-day running of the school. Where the Head Teacher will be ultimately responsible for Intent, Park's Deputy Head will oversee excellent Implementation every day and will, in conjunction with SLT, monitor, evaluate and review impact.

Main Purpose

- To support the Head Teacher to deliver the highest possible educational standards across the school, and create an atmosphere and climate in which pupils and staff feel valued, are challenged and fulfilled.

- To provide the Head Teacher and the Governing Board with regular impact updates on the quality of provision, implementation and impact in school.

- To deputise for the Head Teacher in shorter and longer term absence.

- To undertake the day-to-day operational management of the school as directed by the Head Teacher.

Key primary responsibilities:

- To ensure the effective management of teaching and learning across the school. (AHT and Phase Leaders' oversight)

- To maintain effective pupil behaviour management policies and procedures and ensure these are understood, implemented and evaluated consistently by all staff. (AHT oversight)

- To ensure that the school delivers a curriculum which meets national requirements and provides challenge and stimulation. (AHT oversight)

- To ensure high standards of behaviour from all staff and volunteers in the school, supported by policies and procedures which promote positive engagement, self-esteem, self-discipline, independence and accountability. (Induction/ Staff Handbook/ HR policies and procedures oversight)

- To develop, implement and maintain effective strategies to promote engagement of the whole school community. In particular, to establish effective relationships with all parents/carers and promote their involvement in their children's learning and school activities. (Communication, Newsletter and Volunteer/ Training Programme oversight)

- To oversee attendance and admissions management of children and staff across the school. (line management of the Attendance and Admissions' Officer)

Additional responsibilities:

- To assist in regular and effective reporting to the governing board on school performance and improvement.

- To work with the Head Teacher, GB and SLT to establish priorities for expenditure, and to monitor the effectiveness of spending and usage of resources to ensure that the school obtains the best value for money.

- To intermittently chair regular senior leadership team meetings which ensure productive and effective communication, monitoring, decision making and recording.

- To monitor the continuing professional development programme for all staff to ensure fair and equitable allocation of resources and targeted development activities which promote school-wide development priorities.

- To assist in the recruitment and selection of teaching and support staff in accordance with agreed procedures and to ensure that the school's induction responsibilities are met.

- To ensure that the school's appraisal procedures are implemented fairly and consistently and that any concerns arising are addressed promptly.

- To develop and maintain effective relationships with the whole school community and outside agencies.

- To ensure the school is maintained effectively and provides a safe and secure environment for pupils, staff and visitors.

- To support the creation and implementation of the School Development Plan and School Self-Evaluation within the national and local context, and to take sole responsibility for appropriately delegated aspects.

- To keep up to date with educational legislation, and to help the Head Teacher to ensure that it is disseminated to staff in a timely and effective manner.

- To support the Head Teacher to ensure that the school is always inspection-ready.

- To seek out development opportunities through collaborative learning, challenge and support with other schools and settings.

- To act as a "Critical Friend" and, in this role, provide effective professional challenge and support to the Head Teacher.

- To promote the safety and well-being of all pupils and staff, at all times.

- To undertake any other duties as delegated by the Head Teacher.

Person Specification	Essential	Desirable
Professional knowledge and understanding of what constitutes and how to achieve quality in educational provision and high aspirations for all learners	✔	
Demonstration of commitment, drive and enthusiasm in its delivery	✔	
Qualifications		
Degree	✔	
QTS	✔	
Evidence of continuing professional development	✔	
Experience		
Experience of raising levels of educational achievement	✔	
Appropriate experience of primary teaching	✔	
Whole school management experience at a senior level	✔	
Curriculum development and innovation	✔	
Finance and resource management		✔
Staff deployment, development and training	✔	
Responsibility for whole school policy development and planning	✔	
Working with and advising governors		✔
Working co-operatively with other agencies including the local community	✔	
Knowledge and Understanding		
Factors relating to high standards of pupil achievement and child development	✔	
Principles and practice of school improvement	✔	
Curriculum development and approaches to teaching and learning	✔	
Staff engagement, wellbeing and motivation	✔	
National curriculum framework and structure EYFS KS1 and KS2	✔	
School development planning, implementation and evaluation	✔	
Recent developments in legislation	✔	
A sound knowledge of IT and computer applications	✔	

Good understanding of performance measures and approaches to improving standards	✔	
Importance of meeting the needs of all learners	✔	
Understanding of health and safety procedures and regulations	✔	
Knowledge and understanding of roles and responsibilities of the Governing Board	✔	
Abilities		
To raise levels of educational achievement	✔	
To have a collaborative style of leadership, motivation and management	✔	
To promote good standards of behaviour that reflect cultural and ethnic diversity	✔	
To set goals, plan and manage change	✔	
To communicate effectively with all stakeholders	✔	
To lead, manage and inspire a team	✔	
To develop long term inclusive vision	✔	
To develop and enhance the reputation of the school and its relationship with the local and wider community	✔	
To implement school self-review and evaluation	✔	
High aspirations and a commitment to excellence for all learners	✔	
The ability to deal with, and relate sympathetically and sympathetically to adults and children from a diverse range of backgrounds	✔	
The ability to innovate recognise and build on other people's good practice	✔	
The ability to manage personal work pressure with resilience and flexibility	✔	
Proven ability to inspire, motivate, encourage, support and involve children, staff, governors and parents and to lead by example	✔	
Strong interpersonal skills with the ability to listen, persuade, negotiate and act as an effective member of a team	✔	
Strong educational vision for children in the Early Years	✔	

Excellent communication and presentation skills and attention to detail	✔	
Ability to make complex decisions quickly and frequently	✔	
Ability to appreciate and manage conflicting and diverse opinion	✔	
A strong commitment to equal opportunities	✔	
Positive and proactive approach to change	✔	
A commitment to partnership with governors, parents and the wider community	✔	
Ability to establish and implement fair and effective discipline	✔	
Reliable and self-reliant	✔	
Sets high personal standards and is able to challenge own work and the work of others	✔	