

## **St Mary's Church of England Primary School**

**This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.**

### **DEPUTY HEAD TEACHER - JOB DESCRIPTION**

**Salary scale: Group 3, Pay Scale L13 – L17**

**As required by Paragraphs 48-52 of the School Teachers' Pay and Conditions Document.**

#### **1. Job Purpose**

To promote the general educational progress and well-being of pupils in the school

#### **2. Duties and Responsibilities**

##### **2.1 General**

- 2.1.1. To undertake the professional duties of a teacher other than a head teacher, as set out in paragraphs 48-52 inclusive of the School Teachers' Pay and Conditions Document, including those duties particularly assigned by the head teacher;
- 2.1.2 As required by paragraph 48.1 of the School Teachers' Pay and Conditions Document, to play a major role under the overall direction of the head teacher in:
  - (a) formulating the aims and objectives of the school;
  - (b) establishing the policies through which they are to be achieved;
  - (c) managing staff and resources to that end;
  - (d) monitoring progress towards their achievement;in accordance with the policies of the Education Committee and the City Council and the school development plan determined by the governing body;
- 2.1.3 To undertake any professional duties of the head teacher reasonably delegated by the head teacher;
- 2.1.4 To undertake, to the extent required by the head teacher or the governing body, the professional duties of the head teacher in the event of the head teacher's absence from the school.

##### **2.2 Specific**

- 2.2.1 To manage the quality of learning and teaching across the school, working closely with senior and middle leaders, validating their findings around

teaching and learning, standards and behaviour, sharing findings with the Headteacher and Governors

- 2.2.2 To manage the implementation of a successful curriculum and assist the Headteacher and Governors in reviewing its effectiveness.
- 2.2.3 To support the leadership and development of the school's Christian Vision, contributing to the cycle of self-evaluation and improvement.
- 2.2.4 To support the Headteacher and governors in establishing and achieving our vision for the future of the school, promoting the aims and ethos of the school and taking a leading role in the school improvement process.
- 2.2.5 To encourage a consistent, positive approach to the pastoral welfare of all pupils, promoting the good behaviour of all pupils.
- 2.2.6 To lead the development of positive relationships with parents and families, modelling approaches to colleagues.
- 2.2.7 To attend Governing Body meetings in an associate role, and committee meetings as required.
- 2.2.8 Act as a Critical Colleague to the Headteacher, demonstrating high standards of personal integrity, loyalty, discretion and professionalism, supporting decisions of the Headteacher and Governing Body.
- 2.2.9 To undertake other duties and responsibilities of an equivalent nature as may be determined by the Headteacher.

### **3. Line Management - responsibility to and for**

- 3.1 Responsible to the Head Teacher
- 3.2 Responsible for the supervision of designated teaching and support staff

### **4. Conditions of employment**

- 4.1 The above responsibilities are in accordance with the requirements of the School Teachers' Pay and Conditions Document in terms of duties and working time, also any local agreements and LA guidance on interpreting teachers' conditions of service.

### **5. Review and Amendment**

- 5.1 This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

### **6. Complaints**

6.1	If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.
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Job description issued after consultation	..... Signature of the Head Teacher
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Copy received by	..... Signature of the Postholder
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Date	.....
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### Deputy Headteacher - Person Specification

	ESSENTIAL	* METHOD OF ASSESSMENT
<b>INITIAL QUALIFICATIONS</b>	Qualified Teacher status.	AF, I
<b>FURTHER QUALIFICATIONS/ PROFESSIONAL DEVELOPMENT</b>	Recent, relevant in-service training in current educational practice, including leadership and management.	AF, I
<b>EXPERIENCE</b>	Experience in the leadership and management of the curriculum and/or other aspects of provision.	AF, I
	Demonstrate a good understanding of School Improvement Planning.	AF, I, P
	Demonstrate a sound understanding and experience of implementing Performance Management.	AF, I
	Experience of partnership working with parents, the wider community and other schools.	AF, I
	Successful and varied teaching experience in appropriate phase(s).	AF
	Understanding of the nature of a Church school and insight into the SIAMS evaluation schedule.	AF, I, SP
<b>SKILLS AND ABILITIES</b>	Ability to monitor, evaluate, and plan for School Improvement.	AF, I
	Ability to manage the implementation of change effectively.	AF, I, P
	Ability to work to high professional standards, strategically and operationally.	AF, I
	Ability to manage and motivate individuals and teams effectively.	AF, I,
	To deal effectively with under performance, in accordance with relevant policies and procedures.	AF, I
	To understand and interpret complex data to inform effective decision-making.	AF, I
	To have an understanding of financial planning and budget monitoring in schools.	AF, I
	Demonstrate a wide range of high level communication skills including new technologies.	AF, I, P
	Ability to use authority appropriately to maintain discipline.	AF, I
	To promote and foster a positive school image.	

	To implement and enhance the school's Christian vision and values.	<b>AF, I</b>
<b>OTHER</b>	Evidence of motivation for working with children.	<b>AF, I, SP</b>
	Evidence of ability to form and maintain appropriate relationships and personal boundaries with children.	<b>AF, I, SP</b>
	Evidence of emotional resilience in working with children exhibiting challenging behaviour.	<b>AF, I</b>
	Evidence of an approach to leadership that is respectful of, and in sympathy with, the Christian Foundation and ethos of the school.	<b>AF, I</b>
	Ability to effectively implement safeguarding legislation and support a culture of safeguarding awareness, risk assessment and management.	<b>AF, I</b>
	Ability to coach and develop all school staff appropriately.	<b>AF, I, P</b>
	Evidence of the promotion of positive behaviour strategies and constructive handling of problems.	<b>AF, I</b>
	Evidence of actively involving all staff, parents, Governors and the community in the life and work of the school.	<b>AF, I</b>
	Willingness to undertake CPD and/or other appropriate professional development.	<b>AF, I</b>
	Evidence of implementing Equal Opportunities and other legislation essential for the health, safety and well being of the school community.	<b>AF, I</b>

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- Those elements marked **AF** - will be assessed in your **A**pplication **F**orm
- Those elements marked **I** - will be assessed in your **I**nterview
- Those elements marked **P** - will be assessed in your **P**resentation
- Those elements marked **SP** - will be assessed during the **S**election **P**rocess

**NB:** If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.