



## Job Description and Person Specification

<b>Job title</b>	Deputy Headteacher
<b>School</b>	Parsons Down Partnership of Schools
<b>Salary Grade</b>	L6-10
<b>Reports To</b>	Headteacher
<b>Supervises</b>	Wider curriculum leads, Lunchtime provision and Eco Schools

### JOB PURPOSE

At Parsons Down Partnership, the role of Deputy Headteacher (DHT) is an important strategic and operational role within with the Senior Leadership Team (SLT). The DHT works within this group (alongside the Headteacher, School Business Manager and Inclusion Manager) to ensure that the school meets its educational aims and objectives through the School Development Plan.

The DHT has specific responsibility for leading the wider curriculum (subjects other than English and maths) This requires the DHT to work alongside subject leaders to ensure that all pupils have access to an ambitious, broad, balanced and well sequenced curriculum in line with the National Curriculum 2014. This includes our behaviour and personal development curriculum and the DHT leads our extra-curricular opportunities which are extensive and include the Eco School initiative, School Council, clubs, educational visits and outdoor learning.

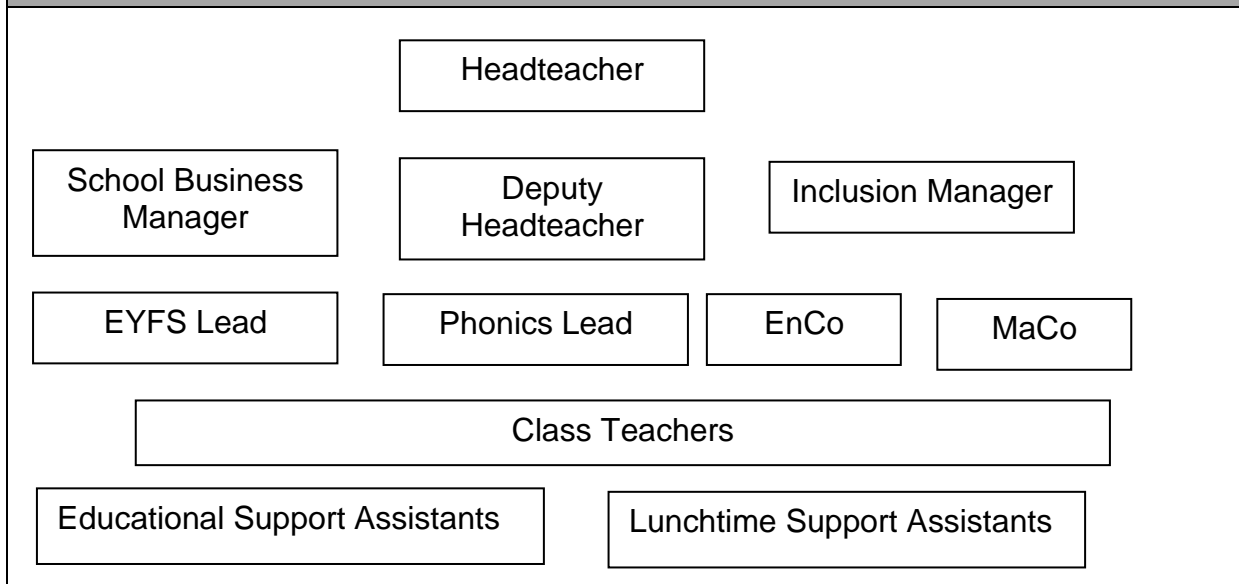
The DHT has a teaching responsibility and must fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document (STPCD) and meet the expectations set out in the Teachers' Standards.

There is also a significant operational role including deputising for the headteacher, Deputy Designated Safeguarding Lead and taking specific responsibility for the day-to-day management, organisation and smooth running of the Partnership on a daily basis under the guidance and instruction of the headteacher. The DHT will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.



## STRUCTURE CHART



## MAIN DUTIES AND RESPONSIBILITIES

### Strategic Direction and Development of the school

- To assist the Headteacher and Senior Leadership Team in promoting the strong vision and direction at the school, setting out very high expectations.
- To play a significant role in setting aims and objectives for the school and in formulating the School Development Plan along with the Headteacher, governors and other senior staff.
- In agreement with the Headteacher, take responsibility for developing and monitoring policy and practice as laid down in the School Development Plan.
- To assist the Headteacher with strategic planning to secure continued improvements across the school
- Keep up to date with developments in education. .

### School Culture and Behaviour

- Build positive and respectful relationships across the school community
- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

### Teaching and Learning

- To be an outstanding role model and act as a leading classroom practitioner, inspiring and motivating other staff members. .
- To work with the Headteacher, and members of the Senior Leadership Team to sustain exceptionally high expectations and outstanding practice in teaching and learning throughout the school based on evidence informed



practice. .

- To support the Headteacher to monitor and evaluate the quality of teaching and standards of pupils' achievement across the school.
- Lead on the wider curriculum (subjects other than English and maths) to ensure that all pupils have access to an ambitious, broad, balanced and well sequenced curriculum in line with the National Curriculum 2014, that will encourage all children to reach their full potential.

#### **Leading and Managing Staff**

- To work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development. .
- To support the Headteacher in Performance Management of staff. .
- To work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the School Development Plan and performance management.

#### **Accountability**

- To support the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders. .
- To take responsibility for promoting and safeguarding the welfare of children within the school and undertake the duties of a deputy Designated Safeguarding Lead .
- To comply with all school policies.

#### **Specific Responsibilities**

- To deputise for the Headteacher in their absence.
- To take responsibility in the absence of the Headteacher for the day-to-day running of the school, attending daily and weekly meetings and leading them as required. .
- To support the Headteacher in the promoting the values and achievements of the school to the community. .
- To take regular assemblies
- To specifically track and monitor standards across the school, ensuring pupil achievement is exemplary and teaching and learning is outstanding quality.

#### **General**

- To ensure that all duties and services provided are in accordance with the school's policies and procedures .
- To undertake any other duties as required.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

#### **SCOPE (impact on/control of resources, people, money etc)**

This role has budgetary responsibility and line management responsibility.



PERSON SPECIFICATION	Essential/ Desirable
<b>Qualifications</b>	
Degree or equivalent.	E
Qualified Teacher status.	E
Evidence of further professional development	E
<b>Experience</b>	
Successful teaching experience in the primary age range for at least five years.	E
Experience of teaching in more than one key stage.	D
Recent experience of working successfully as a senior leader or middle manager in a school.	E
Leadership responsibility for raising standards across the whole school	E
Involvement in school self-evaluation and development planning	D
<b>Knowledge and understanding</b>	
Confident in whole school self-evaluation.	D
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	E
Extensive knowledge and understanding of the importance of a broad, balanced and coherently sequenced curriculum that is ambitious for all.	E
The principles of effective assessment for learning.	E
Knowledge of current safeguarding child protection procedures.	E
<b>Skills and abilities</b>	
Demonstrate leadership qualities to inspire, challenge, motivate and empower others to work towards common goals.	E
Ability to investigate, resolve problems and make decisions.	E
Effective administrative and organisational skills and time management, and the ability to work under pressure	E
Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).	E
Demonstrate outstanding teaching practice.	E
Ability to manage pupil discipline effectively, following a therapeutic approach, and have a commitment to a high level of pastoral care.	E
Analyse data, evaluate pupil progress and plan an appropriate course of action for whole school improvement.	E
Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education	E
<b>Work-related personal qualities</b>	
The ability to work as part of an effective and efficient team	E
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E
A commitment to improving staff and pupil wellbeing	E
Ability to work under pressure and prioritise effectively	E
Commitment to maintaining confidentiality at all times	E
Commitment to safeguarding and equality.	E



<b>Other work-related requirements</b>	
<p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.</p>	