



Job Description

Post Title:	Deputy Headteacher
Contract:	Permanent
Pay Range/Grade:	L11 – L15
Reporting to:	Headteacher
Line Management of:	Assistant Head teacher/s
Location:	Cottingley Village Primary School
Hours of work:	32.5 per week

Purpose of the Role:

- Provide strategic leadership of the development of a high quality, relevant and inspiring curriculum to give every child high quality education and to promote the highest possible standards of learning and achievement
- lead the development of approaches to enable high quality teaching, learning and assessment across the curriculum that raise expectations, provide challenge and develop independence for all pupils
- Lead a research based approach to the development of teaching, learning and curriculum
- Provide programmes to motivate, support, challenge and develop all staff to secure continual improvement including trainees, NQTs and early career teachers

Duties and responsibilities:

Leadership:

- Work with the Headteacher to drive the strategic direction for the school
- Take responsibility for the school in the absence of the Headteacher
- Contribute towards the self-evaluation process, development planning and reporting structures within the school
- Be accountable for the quality of teaching, learning and assessment for the whole school
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Plan and develop high quality curriculum provision and associated enrichment opportunities
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all students
- 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 improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff

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- Organise and support the induction of staff new to the school and those being trained within the school
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteacher

Education and Standards:

- Collect evidence as to the qualities of each member of staff's teaching practice in a systematic, regular and thorough manner.
- Identify training needs for each individual staff member and provide appropriate programmes of development.
- Oversee support programmes for staff, up to and including competency programmes.
- Support the induction and training of staff, finding the best in everyone and enabling colleagues to continually develop their professional talents and skills
- Inspire, motivate and empower colleagues, whilst also having the ability to coach, develop and challenge staff when required
- Lead the implementation of all aspects of the curriculum and development of creative and effective approaches to assessment
- Ensure the curriculum provides for the systematic teaching of basic skills and report the impact to the Headteacher
- Ensure through leading by example the active involvement of students and staff in their own learning
- Keep abreast of educational developments and identify best practice approaches to pedagogy and curriculum development
- Establish creative, responsive and effective approaches to improving teaching, learning and curriculum
- Work collaboratively across the Trust and wider school community

Safeguarding and Compliance:

- Promote the safety and wellbeing of pupils and staff within the school
- Uphold the School's policies in respect of Safeguarding and Child Protection
- Through example and line management, ensure good order and discipline is maintained among pupils and staff, and that high expectations regarding safeguarding, behaviour and attendance are communicated and adhered to

Management of Resources:

- Comply with financial, health & safety, HR and other processes and procedures of the school and Trust
- Ensure that the activities of the school are conducted in accordance with all legal or statutory requirements and regulations, and that policies and procedures developed locally are consistent with best practice and recognised codes of practice
- Working with the Headteacher, Chief Executive Officer and central Trust staff, ensure the effective deployment of resources across the school to ensure maximum impact
- Work with the Headteacher to produce a balanced annual budget for recommendation to the Board of Trustees
- Work with the Headteacher to recruit, lead and develop a committed, effective and diverse workforce that understands its role in enabling and promoting high quality learning



- Develop leadership capacity across the school through coaching and other appropriate methods, supporting the development of effective middle leadership roles within the school
- Ensure that all resources are organised and managed to provide the best possible outcomes for pupils

Additional Duties:

- To fulfil the requirements and duties set out in the STPCD relating to teachers
- To work collaboratively as part of the wider Trust, with the understanding that it is one organisation working in partnership to achieve the best outcomes for all pupils
- Fulfil the role and duties of Headteacher if required by the Chief Executive Officer
- Ensure that the participation of other staff in professional development is encouraged and that they engage actively in the performance review process
- Regularly review own practice, setting personal targets and taking responsibility for own development
- To undertake other duties and responsibilities as is reasonably directed by the Head teacher or Headteacher

CPD:

Maximise opportunities for personal development by:

- participating in INSET opportunities, both as a participant and leader of in house INSET sessions as required
- participating in annual self-reflection and Performance Management procedures, identifying and requesting INSET opportunities as necessary participating in collaborative work and the sharing of best practice

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • Degree level or equivalent 	<ul style="list-style-type: none"> • NPQSL/H or equivalent, or willingness to work towards • Specialist Leader of Education (SLE) • Safer Recruitment trained
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Recent experience of significant success as a Deputy or Assistant Head teacher of a school • Experience of working in an Educational setting and in a Multi-Academy Trust • An outstanding and proven track record of leading school improvement initiatives • Successful and varied teaching experience • Experience of driving and delivering transformational and cultural change • Experience of managing resources effectively 	
Professional Knowledge	<ul style="list-style-type: none"> • Detailed knowledge of the Ofsted framework; what constitutes a 'good' school, and what needs to be done to make a 'good' school 'outstanding' • Knowledge and clear understanding of the statutory framework for education as well as new and innovative developments within education • Detailed knowledge and understanding of education across a range of phases, including tracking and monitoring pupil progress • Knowledge of successful strategies for raising pupil achievement • Up to date knowledge and strategic view of the current educational landscape • A clear understanding of the essential qualities necessary for effective leadership • Organise, manage systems and processes, make excellent use of time 	
Professional skills	<p>Can demonstrate the ability to:</p> <ul style="list-style-type: none"> • Communicate effectively with a range of different stakeholders with well-developed interpersonal skills • Implement successful strategies and manage change effectively • Collect evidence and research in order to make sound judgements against set criteria • Inspire others to commit to a shared purpose and vision • Lead highly effective teams that are defined by trust, with high levels of commitment and accountability, and are focused on results • Manage finances to achieve high value of money in innovative ways that lead to positive outcomes for students and staff 	

Commitment	<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none">• Safeguarding, child protection and health and safety• Equality Act 2010• Promoting the school's vision and ethos• Promoting high ethical standards• Relating positively to and showing respect for all members of the school and wider community• On-going relevant professional self-development• Collaborative working
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