**Hadrian Park Primary School- Deputy Head Teacher Job Description**

**Post:** Deputy Headteacher

**Responsible to:** Headteacher

**Salary Band:** L10 – L14

**Job purpose:**

To work with the Headteacher to secure the highest quality education for all pupils, and excellent standards of learning and achievement.

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all pupils and improved standards of learning and achievement.

The Deputy Headteacher will have delegated responsibilities, which are both school-wide

and of considerable weight. This will be in addition to carrying out the professional duties

of a teacher and therefore requires a significant level of commitment to the role and school.

To deputise for the Headteacher in the event of their absence from the school. The Deputy Headteacher will be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers’ Pay and Conditions Document (STPCD).

**Duties and Responsibilities:**

* Fulfil the role of Classroom Teacher as appropriate. Carry out the duties of a school teacher as set out in the Conditions of Service for School Teachers in England and Wales.
* To work with the Headteacher, Governors and Senior Leadership Team to formulate and shape the aims and vision for the school to ensure the best possible outcomes for all pupils.
* Undertake the professional duties of the Deputy Headteacher reasonably delegated

to you by the Headteacher

* Undertake the professional duties of the Headteacher, in the event of their absence

from the school.

* Act as role model for all members of Hadrian Park community, promoting high expectations of the quality of teaching and learning, attendance and behaviour.
* To undertake joint responsibility, with other members of the Senior Leadership Team for School Self Evaluation and Performance Management.
* The production, implementation, monitoring and evaluation of a school improvement plan which identifies priorities and targets for ensuring that pupils make progress and achieve high standards and increasing teachers’ effectiveness.
* To undertake joint responsibility with other members of the Senior Leadership Team for the development of effective teaching and learning.
* To actively promote and develop the positive ethos and culture of Hadrian Park Primary.
* To maintain a pedagogy and understanding of national and local educational developments and provide information for staff, Governors and others as appropriate.
* Make leading and significant contributions to the School Development Plan.
* To actively host and contribute to the Senior Leadership Team, attending weekly meetings and other relevant meetings as may be required.
* Develop, review and support school policies to ensure their effective implementation.
* Take an active role in the appointment of quality first staff.
* Attend and contribute to governor meetings as appropriate.
* To undertake responsibility for identified strategic areas of school leadership, as negotiated with the Headteacher.
* Supporting the Headteacher in the day-to-day management and organisation of the school.
* Work with outside agencies and stakeholders to inform future action.
* Assist the Headteacher in ensuring that financial management and administrative procedures in school to support its vision and aims.
* Support the Headteacher in the management and organisation of the school accommodation to ensure that it meets the needs of the curriculum and health and safety regulations.
* Assist the Headteacher in the production, implementation, monitoring and review of policies adopted by the School Governing Body.
* Support the Headteacher in the deployment, supervision and welfare of all staff.

**Specific Responsibilities:**

**Teaching and Learning**

* Promote excellence and innovation in teaching and learning across school.
* Maintain personal expertise and share this with other teachers, acting as a role model of outstanding practice for other teachers, modelling effective strategies with them.
* Monitoring and evaluating standards of teaching, identifying areas for improvement, planning and implementing strategies to improve teaching where needs are identified.
* To impact on educational progress beyond your own assigned pupils.
* Ensure the highest quality of teaching and learning for all groups of pupils across the

school.

* Ensure robust systems for monitoring and quality assurance of teaching and learning are in place.
* Monitor and evaluate the performance of the school and report to the Headteacher /Executive Head and Governing Body as required.

**Curriculum**

* Develop teaching and learning across curriculum areas, focusing on key areas of educational research.
* Work with senior leaders to develop a curriculum which promotes resilience and life-long love for learning.
* Lead on developing the expertise of curriculum leaders and provide opportunities for

development through CPD.

* Ensure that all pupils are taught to read, particularly supporting weak readers so that they can ‘catch up and keep up’ with their peers
* Ensure valid, reliable and proportionate approaches are used when assessing

pupils’ knowledge and understanding of the curriculum

**Additional and special educational needs and disabilities**

* Hold high and ambitious expectations for all pupils with additional and special

educational needs and disabilities

* Lead and sustain culture and practices that enable pupils to access the curriculum

and learn effectively

* Support staff to work effectively in partnership with parents, carers and

professionals, to identify the additional needs and special educational needs and

disabilities of pupils, providing support and adaptation where appropriate

**Professional Development**

* Lead and develop the Hadrian Park Primary’s programme of CPD for all staff, underpinning it with rigorous research evidence.
* Contribute to the professional development of staff, ensuring effective planning,

delivery and evaluation which is consistent with the approaches laid out in the standard

for teachers’ professional development

* Fulfill the role of Team Leader in the Performance Management process and support the professional development of teaching and all support staff.
* Liaise with the Headteacher and Human Resources to support staff, when necessary, with HR issues.

**Designated Safeguarding Lead**

* As DSL have responsibility for safeguarding and child protection across the school (including online safety and understanding the filtering and monitoring systems in place).
* Take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.
* Advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.

**Behaviour and Attendance**

* Set high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
* Ensure high standards of pupil behaviour and courteous conduct in accordance with

the school’s behaviour policy and behaviour curriculum.

* Implement consistent, fair and respectful approaches to managing behaviour.
* Support adults within the school to model and teach the behaviour of a responsible

and respectful citizen using the hierarchical approach to dealing with behaviour.

* Actively promote good attendance of all pupils.
* Monitor and evaluate attendance data, identifying areas for improvement and strategies for improvement.

**Working in Partnership**

* Forge constructive relationships beyond the school, working in partnership with

parents, carers and the local community.

* Work successfully with other schools in a climate of mutual challenge and support.
* Establish and maintain working relationships with fellow professionals and

colleagues across other public services to improve educational outcomes for all pupils.

**Communication**

* Ensuring open lines of communication, liaising with the Headteacher and relaying information to colleagues.
* Leading a daily briefing session with the Headteacher.
* Contribute to the weekly staff meetings and briefings, and newsletter to parents/carers.

**General**

The duties and responsibilities highlighted in this Job Description are indicative and may vary

over time. Post holders are expected to undertake other duties and responsibilities relevant

to the nature, level and extent of the post and the grade has been established on this basis.

**Health and Safety:**

It is the responsibility of individual employees at every level to take care of their own health

and safety and that of others who may be affected by their acts at work. This includes cooperating with the Local Authority and colleagues in complying with health and safety mandatory obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards.

Specifically:

* To report any incidents/accidents and near misses to your line manager.
* To ensure own safety and safety of all others who may be affected by the school’s business.

**Safeguarding**

Hadrian Park Primary has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its pupils, each student’s welfare is of

paramount importance to us, and you are expected to share this commitment. All staff will

fully comply with the school’s policies and procedures, attend appropriate training, inform the

Designated Person of any concerns, record any potential safeguarding incidents appropriately.

**Person Specification**

**Deputy Headteacher**

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| --- | --- | --- |
|  | Essential | Desirable |
| Education/training | * Qualified Teacher Status. * Good Honours degree * Recent and relevant Continual Professional Development | * Interest in further professional development (e.g. NPQH). * Further professional development including middle management training. |
| Experience | * Successful teacher with demonstrable teaching experience. * Proven track record of delivering excellent outcomes for pupils of all abilities. * Experience of teaching in more than one age phase. * Experience of middle leadership * Experience of monitoring and evaluating standards of teaching and learning. * Experience of successful curriculum leadership and staff development within a core subject. * Experience of working well in partnership with staff, governors, children, parents and the wider community | * Active involvement in developing teaching and learning in current educational settings. * Experience of the performance management process and the role of reviewer. * Recent experience of leading whole school CPD * Experience of the implementation of Quality Assurance systems to drive improvements. |
| Aptitude and skills | * Outstanding classroom practitioner and role model. * A good understanding of the needs of children from Early Years to Key Stage 2. * Ability to work under pressure. * Ability to lead, motivate, challenge and inspire staff and pupils. * Ability to analyse and interpret data / information to make informed decisions and exercise good judgment. * A thorough knowledge of inclusive and innovative curriculum and assessment provision. * A good understanding of effective strategies to enhance teaching and   learning opportunities and improve attainment.   * Up to date awareness and understanding of school self-evaluation and improvement planning. * Able to plan, organise and prioritise. | * Experience in the use of new technologies to improve teaching and learning. |
| Personal qualities | * Positive and resilient with drive, loyalty, integrity, flexibility, and a good sense of humour * Able to work independently and as part of a team. * Deals with difficult situations effectively. * A commitment to inclusion. * A commitment to go above and beyond to meet the needs of the school and its pupils. * Able to develop effective working relationships with all external partners. |  |

**References:**

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

**DBS:**

Hadrian Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.