



Deputy Headteacher

Teaching, Learning and Curriculum Fynamore Primary School

Leading on curriculum, teaching and learning

Job details

Salary: L6 to L10

Contract type: full time permanent

Main purpose

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- To provide strategic direction and leadership for all matters relating to the curriculum within the school.
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.

The deputy headteacher will also 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

Qualities and knowledge

Under the direction of the headteacher:

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Sustain and develop our inclusive ethos in partnership with the children, parents and carers, governors and staff. Have knowledge of the Thrive approach or be ready to learn the approach and help lead implementation

- › Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- › Work with political and financial astuteness, translating policy into the school's context
- › Seek training and continuing professional development to meet own needs

Pupils and staff

Under the direction of the headteacher:

- › Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- › Ensure excellent teaching in the school, including through training and development for staff
- › Establish a culture of 'open classrooms' as a basis for sharing best practice
- › Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- › Identify emerging talents, coaching current and aspiring leaders
- › Hold all staff to account for their professional conduct and practice

Systems and processes

Under the direction of the headteacher:

- › Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- › Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- › Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- › Work with the governing board as appropriate
- › Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- › Support distribution of leadership throughout the school

The self-improving school system

Under the direction of the headteacher:

- › Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- › Develop effective relationships with fellow professionals
- › Model entrepreneurial and innovative approaches to school improvement and leadership
- › Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

The deputy headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Teaching experience in both KS1 and KS2 with a proven track record of outstanding teaching • Involvement in school self-evaluation and development planning • Line management experience • Experience of contributing to staff development • Experience of working within an inclusive school environment • Successful experience of working with children with SEND and disadvantaged children
Skills and knowledge	<ul style="list-style-type: none"> • Experience and commitment to the development of an active, creative curriculum • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Experience of leading on curriculum and teaching and learning whole school initiatives • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Able to develop and maintain positive relationships with parents and carers • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • A commitment to promoting staff welfare and maintaining own work/life balance • An interest in working with other schools and outside agencies • Ability to remain positive and enthusiastic when working under pressure