

KINGSLEIGH PRIMARY SCHOOL



JOB DESCRIPTION

Job title: Deputy Headteacher

Pay Range: L13-L17

Reporting to: Headteacher

FTE: 1 FTE (Full Time)

Main Purpose

The Deputy Headteacher will be responsible for:

- Contributing to the formulation of the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Lead assessment across all phases
- Be a Deputy Designated Safeguarding Lead
- To take a leading role in attendance monitoring, improvement, and policy implementation
- Manage the operational running of the school
- Monitoring progress towards the achievement of the school's aims and objectives
- The Deputy Headteacher will deputise in the absence of the Headteacher, as directed by the governing board
- The Deputy Headteacher will also be expected to fulfil the professional responsibilities of the Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD)

Key Responsibilities:

Leadership

- Support the Headteacher 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 and respectful relationships with all members of the school community
- 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

- Work alongside the senior leadership team (SLT) and other staff members to 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 behavior 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 behavior, in line with the school's behavior policy
- 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

- 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

Data

- Support distribution of leadership throughout the school
- 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
- Develop strong partnerships with the SENDCo and Inclusion Lead, contributing to improved engagement, wellbeing, and outcomes for vulnerable learners

Attendance

Lead on attendance monitoring and improvement, including:

- Overseeing the collection and analysis of attendance data
- Identifying patterns and trends and using data to inform targeted interventions
- Working closely with the Attendance Officer to implement attendance policies
- Liaising with families to support improved attendance
- Working collaboratively with external agencies to address persistent absence
- Take an active role in safeguarding and promoting the welfare of pupils

Organisational Management and School Improvement

Under the direction of the Headteacher, the deputy headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the board of directors and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively

- Ensure staff and pupils safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Make sure these school improvement strategies are effectively implemented

Other Duties

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate to the team approach of the school
- Attend and lead staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate