



## HOLY TRINITY CE PRIMARY SCHOOL

| <b>JOB DESCRIPTION</b>                                  |   |
|---|---|
| Post: <b>DEPUTY HEADTEACHER</b>                         |   |
| Name:   | Grade: <b>Leadership Scale (points 6-10)<br/>(negotiable based on experience)</b> |
| Start date: <b>September 2016</b>                       | Review date: <b>September 2017</b>  |
| Line Manager: <b>Headteacher and the Governing Body</b> |   |

### KEY PURPOSES AND RESPONSIBILITIES

- To assist the Headteacher in the leadership and management of the school and in all aspects of school improvement.
  - To take full responsibility for the school in the absence of the Headteacher.
  - To promote the Christian vision and ethos of the school.
- The responsibilities below are those which it is anticipated the Deputy Headteacher will undertake initially. In the future these could change as the needs of the school changes.***
- To lead the monitoring of teaching and learning.
  - To lead the planning of staff development.
  - To line manage and co-ordinate the work of the TAs and NQTs.
  - To lead the Early Years and Key Stage One teams .
  - When teaching to be an example to other teachers.
  - To lead Acts of Collective Worship on a regular basis.
  - To develop partnerships with parents.
  - to use comparative data and information to establish bench marks and to set targets for improvement
  - to be involved in school improvement planning, including its implementation and monitoring and evaluation

### STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

In conjunction with the Headteacher and as a member of the Senior Leadership Team:

- To shape a vision and direction for the school, with high expectations and a clear focus on pupil achievement.
- To provide professional leadership for the school in order to secure its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement.
- To monitor and evaluate the performance of the school, responding and reporting to the Governing Body as required.
- To lead and manage specific aspects of school development and improvement.
- To maintain and develop an effective assessment, recording and reporting system, using data and appropriate benchmarks to monitor progress in every child's learning.
- To work with the Headteacher in translating the vision into an agreed school development plan to promote and sustain continual school improvement.
- To ensure a consistent and continuous school wide focus on pupils' achievement.



## **TEACHING AND LEARNING**

- To work with the Headteacher and Senior Leadership Team to sustain high expectations and excellent practice in teaching and learning throughout the school.
- To promote a culture that encourages every pupil to become a self-confident, effective, enthusiastic and independent learner.
- To promote a school ethos which extends opportunities for learning and encourages extra-curricular activities.
- To monitor and evaluate with the SLT the quality of teaching, pupil achievement, attainment and progress throughout the school.
- To lead Acts of Collective Worship on a regular basis.
- To be able to undertake responsibility for the effective teaching and learning of a class or classes or groups of pupils in the school, ensuring that the pupils have an appropriate, broad and balanced education in line with school policy.
- To be able to provide an example of excellence as a leading classroom practitioner and inspiring and motivating other staff.
- To be able to act as leader for a designated phase group and curriculum subject area following the job descriptions for each.

## **MANAGEMENT OF STAFF AND RESOURCES**

- To support the Headteacher in managing the work of the leadership team, delegating appropriate tasks and ensuring the support required for each member's professional development is in place.
- To ensure that systems for induction, appraisal and professional development lead to the maintenance of the highest standards and to a professional learning culture for ALL staff.
- To create an environment that encourages ideas and contributions from staff and values the achievements of individuals and teams.
- To take responsibility for Continual Professional Development (CPD), motivating and enabling staff to develop expertise in their respective roles.
- To participate in the selection and deployment of teaching and non-teaching staff of the school in accordance with the school's Safer Recruitment policy.
- To co-ordinate the placement and mentoring of students undertaking teacher training.
- To organise timetables for shared facilities, resources and rotas for staff duties.

## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

- To ensure that the policies and procedures adopted by the Governing Body are up to date, fully implemented and followed by all staff.
- To be a proactive member of the safeguarding team.
- To create an environment where all staff and volunteers feel able to raise concerns about poor or unsafe practices in regard to children.
- To undertake training in order to ensure that statutory requirements are met.

## **ACCOUNTABILITY**

- To be able to present a coherent and accurate account of the school's performance in a form appropriate for various audiences, including governors, the Local Authority, the Diocese, parents and the local community and Ofsted, to enable them to play their part effectively.
- To provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.



## **PHASE LEADER FOR EARLY YEARS AND KEY STAGE ONE**

**Role Description:** The Phase Leader will be responsible for providing professional leadership and management of the **Early Years and Key Stage One** curriculum and staff team to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.

This will be achieved within the **Early Years and Key Stage One** year groups by:

- Leading the planning, teaching and learning of the curriculum to ensure the delivery of the curriculum is of a high standard.
- Modelling excellent planning and teaching of the curriculum to others.
- Supporting colleagues in their classroom practice.
- Monitoring colleagues and giving accurate and constructive feedback, verbal and written.
- Planning for and leading the assessment of children including statutory testing when required.
- Having an overview of the achievement of all children.
- Leading the Senior Leadership Team's analysis of pupils within the phase.
- Working with the Inclusion Manager to ensure that all children's needs are met.
- Working with the Headteacher to plan for the effective use and deployment of resources, including development of the physical environment.
- Ensuring, with the Headteacher and the other phase leaders, the effective monitoring of any cross-phase groups.

### **The Phase Leader will assist the Headteacher and Senior Leadership Team in:**

- Leading by example, creating and maintaining a positive ethos and demonstrating professional behaviour and attitudes at all times.
- Being a positive role model for other members of staff in all matters relating to class organisation, teaching and learning and professional conduct.
- Establishing and implementing policies and practices which ensure high achievement and effective teaching and learning.
- Monitoring and evaluation of policies and practices within the phase, including teaching and learning.
- Assisting the SLT of the school in the professional review of staff.
- Monitoring standards of work in phase classrooms and feeding back on standards to the SLT.
- Taking a leading role in behaviour management by being aware of behaviour issues in the phase classrooms, monitoring behaviour at times of transition and giving teachers support as detailed in the Behaviour and Attitudes policy.
- Leading phase meetings and maintaining a written record of meetings.
- Monitoring the quality of displays and the organisation of the physical environment.
- Monitoring planning and giving written feedback to teachers and the SLT.
- Attending some SLT meetings, if relevant areas are under discussion.
- To be accountable to the Headteacher for all delegated curriculum and management tasks.