



## **Job Description / Profile Deputy Headteacher**

**Job Purpose:** To work alongside the Headteacher and Senior Leadership Team in providing a high quality education for all. Our vision is to be the very best school we can be and serve our local community here in Andover.

We are looking for a Deputy Headteacher who loves working with children and demonstrates a real passion for high quality teaching and learning.

In order to realise our vision the Deputy Headteacher will:

- Assist the Headteacher in the strategic leadership and management of the school to ensure all learners succeed
- Assist the Headteacher in the day to day organisation and management of the school so that it runs safely and smoothly
- Take on the professional duties of the Headteacher in their absence to the extent required by the Headteacher or Governing Body
- Undertake any professional duties of the Headteacher reasonably distributed by the Headteacher
- Be an active participant of the Senior Leadership Team
- Champion the school and be a role model for the staff and community.

### **Strategic Direction**

- Work closely with the Headteacher and Senior Leadership Team to shape the vision and strategic direction of the school.
- Lead by example and provide inspiration and motivation within the school and wider community
- Champion best practices to ensure an engaging, inclusive, and challenging curriculum for all students
- Foster a culture of continuous improvement through collaborative working and professional development.
- Use research and pedagogy to improve current practice
- Work in partnership with the Senior Leadership Team to sustain school improvement
- Play an integral part in the leadership and management of all aspects of the school

### **Teaching and Learning**

- Lead and support the development of high-quality teaching and learning across the school.
- Lead and support pedagogical developments across the school
- Champion best practices to ensure an engaging, inclusive, and challenging curriculum for all students.
- Take responsibility for key areas such as curriculum development, assessment, and school improvement planning.
- Ensure that parents/carers are well informed about the attainment and progress (academic and social and emotional) of their child(ren)

## **Leading & Managing staff**

- Work effectively with staff to promote a high quality of education
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear distribution of tasks and responsibilities where appropriate
- Implement and sustain effective systems for the management of staff performance
- Motivate and enable all staff in the school to carry out their respective roles to the highest standard
- Lead high quality professional development of staff

## **Deployment of Staff and Resources**

- Work with governors and senior colleagues to recruit and retain staff of the highest quality
- Work with senior colleagues to deploy and develop all staff effectively
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the children, staff and curriculum

## **Accountability**

- Provide advice, information and reports to the governing body including pupil performance data. Identify strengths and development areas as part of continual school improvement
- Provide information to inform judgements on the quality of education in the school. This needs to include groups of children including disadvantaged and SEND. Specific responsibility for Pupil Premium and Service Premium
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school
- Present a coherent and accurate account of the school's performance to a range of audiences, including governors, the LA, the local community and Ofsted.
- Ensure that parents and pupils are well informed about the attainment and progress of their child(ren)
- Ensure curriculum knowledge and skills are shared effectively with parents and the wider community

## **Specific Duties**

There are some core duties in the role of Deputy Headteacher at Portway Junior school.

The successful candidate will be expected to play a pivotal role across the school and will be one of the Designated Safeguarding Leads.

The successful candidate will also be the key person leading the transition between the infant and secondary schools.

## Person Specification – Deputy Headteacher

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:		
<p>Qualified Teacher Status</p> <p>Evidence of regular and appropriate professional development in school leadership and management</p> <p>Professional qualification (e.g. NPQH, NPQSL, NPQML)</p>	<p>X</p> <p>X</p>	<p>X</p>
Experience:		
<p>Significant experience as a year leader, phase leader or member of a senior team</p> <p>Experience of successfully leading or being an integral part of an improvement agenda, which has led to raised attainment and achievement.</p> <p>Experience of supporting, mentoring, coaching and empowering staff including, when necessary, holding staff to account</p> <p>Experience of supporting vulnerable families – parents and children</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Professional Knowledge and Skills:		
<p>Outstanding teacher</p> <p>Able to demonstrate a secure understanding of how children best learn</p> <p>Research informed</p> <p>Ability to think and plan strategically and to respond flexibly to change</p> <p>High expectations of pupils' learning, attainment and behaviours</p> <p>Knowledge and understanding of the National Curriculum for KS2, with secure knowledge of the expectations for ARE at the end of KS2.</p> <p>Knowledge and understanding of the guiding principles for assessment</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>

Knowledge of safeguarding procedures and principles	X	
Experience of the DSL role		X
Awareness of educational developments and their implications for schools	X	
Knowledge of mentoring and coaching processes	X	
Experience of mentoring and/or coaching		X
Some awareness of learning at KS1		X
<b>Personal Qualities</b>		
Integrity, trust and loyalty	X	
Respectful of others	X	
Highly organised	X	
Positive, enthusiastic and able to motivate others	X	
Ability to communicate effectively, with confidence, sensitivity and credibility to children, staff, parents, governors and professionals from the wider community, including when people need holding to account for their actions.	X	
Determined to achieve the best outcomes for ALL children	X	
Flexible and adaptable	X	
Shows initiative and understands the bigger picture	X	
Able to demonstrate resilience and humour, and can be found smiling even at the end of the toughest day.	X	