**Hardwicke Parochial Primary Academy**

**Diocese of Gloucester Academies Trust (DGAT)**

**Job Title:** Deputy Headteacher

**Accountable to:** Headteacher and Governing board

**Salary:** Leadership scale 10-14

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School’s Teachers’ Pay and Conditions document and within the range of teachers’ duties set out in that document.

# 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
* Working within and alongside the Senior Leadership Team
* 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, including the local parish, showing positive attitudes to them
* 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
* Lead a core subject and oversee the implementation of subject specific development plans

# 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, peer coaching, modelling excellence 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 and actively engage to build effective communities including DGAT and GSP
* 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

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| CRITERIA | ESSENTIAL | DESIRABLE |
| **Qualifications and training** | * QTS
* Degree
* Professional development in preparation for a leadership role
* Middle leadership experience
 | * An aspirational approach to further professional development
* Minimum of five years primary teaching experience
* Experience of working within a church school
* Experience of working as a DSL or DDSL
* Experience of working within Ofsted and SIAMs framework
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| **Experience** | * Successful leadership and management experience in a school
* Involvement in school self-evaluation and development planning
* Line management experience
* Experience of contributing to staff development
* Experience of driving improvement in teaching and learning
* Using external and internal school data to inform and guide improvement planning
 | * Experience of driving whole school improvement in teaching and learning
* Managing individuals and teams without supervision
* Working with others in addressing staff development issues
* Whole school management of the curriculum including skills progression
* Safer recruitment trained
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| **Skills and Competencies** (need to demonstrate proven ability in these areas) | * An outstanding classroom practitioner in KS2
* Ability to communicate a vision and inspire others
* A willingness to promote the Christian ethos and values of the school
* Understanding of high-quality teaching, and the ability to model this for others and support others to improve
* An ability to articulate to others best practice through coaching and mentoring
* A good and accurate knowledge of latest national thinking regarding best educational practice based on accurate research
* An ability to monitor and evaluate key aspects of school performance
* An inclusive approach to school leadership that values the contributions made by all staff
* Managing teams of staff
 | * Knowledge of school self- evaluation
* Experience of teaching YR-Y6
* Use of assessment system to analyse and present data
* Experience of working to maximise pupil involvement in school development
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| Personal Qualities | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
* Leading by example by demonstrating; ‘everything we do, is for the children in our care’
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
* An ability to deal sensitively with staff and parents to resolve conflict
* A sense of humour
 | * Care for the spiritual welfare of all in the school
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| * Additional Requirements
 | * A DBS will be required prior to appointment
* Good health and attendance record
* Excellent and unequivocal references
* Current driving licence and personal transport
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**\***This job description may be amended at any time in consultation with the postholder.