

**WYKE PRIMARY SCHOOL
DEPUTY HEADTEACHER
JOB DESCRIPTION**



Title and Grade of Post	Leadership Team – Deputy Headteacher
Job purpose	<p>The DHT will:</p> <ul style="list-style-type: none"> • assist the Headteacher in providing professional leadership for the school, which secures its success and improvement
Responsible to	<p>The post holder is responsible to:</p> <ul style="list-style-type: none"> • the Headteacher
Duties and responsibilities specific to the post	<p>The DHT will:</p> <p>Shaping the Future:</p> <ul style="list-style-type: none"> • Support the Headteacher and governors in establishing and achieving a vision for the future of the school; demonstrating inspirational leadership and creativity. • Support and promote the aims and ethos of the school. • Play a leading role in the school improvement process. • Contribute to the identification of the key areas of strength in the school and areas for development. • Assist the Headteacher and governors with the production, implementation and review of the School Development Plan. • Contribute to the on going process of school self evaluation. • Play a significant role in formulating the aims and objectives of the school and establishing the policies through which they will be achieved. <p>Leadership and Management:</p> <ul style="list-style-type: none"> • Undertake the professional duties of the Headteacher in the event of her absence from school. • Work actively and effectively with governors, parents, carers, teaching staff, support staff and administration staff. • Support and uphold the school's policies, including behaviour and anti-bullying. • Play a leading role in the school's performance management cycle. • Monitor and evaluate classroom practice. • Oversee the induction of new staff into the school. • Take overall responsibility for managing the mentoring process for newly qualified teachers, students in training and students on work experience. • Assist the governors and the Headteacher in the process of appointing new staff. • Initiate and implement change enthusiastically, motivating others as appropriate. • Plan, prioritise and organise effectively. • Communicate effectively orally and in writing, to a range of audiences. • Take responsibility for the development of timetables which meet the needs of all pupils. • Develop and exhibit a good understanding of whole school issues including curriculum, personnel, financial and premises matters. • Contribute to the planning process for the distribution of resources to ensure that they meet the school's identified priorities. • Carry out delegated tasks efficiently and to be accountable for the outcomes. • Support the Headteacher in the application for and implementation of awards for the school. • Support the Headteacher in the everyday running of the school, including leading some assemblies. • Be aware of and comply with the school's policies and procedures relating to child protection and safeguarding, health and safety, code of conduct, whistleblowing,

confidentiality and data protection, reporting all concerns to the appropriate person.

- Set a good example in terms of dress, punctuality, attendance and professional attitude.
- Attend and participate in open evenings and pupil performances.
- Attend and support PTA meetings and events.

Leading Learning & Teaching

- Undertake the position of a key stage leader if required.
- Act as subject leader and manage the budget/s as necessary for at least one core curriculum area.
- Have full responsibility for teaching a class, creating a caring, well organised and stimulating learning and teaching environment with weekly non-contact time for PPA and leadership role.
- Be an effective and exemplary classroom practitioner who acts as a role model for colleagues.
- Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum or the EYFS curriculum.
- Manage the curriculum planning process in line with agreed policies, guidelines and practices of the school.
- Keep up to date with current curriculum developments.
- Engage in relevant professional development activities as necessary.
- Support the Headteacher with the management of the school's assessment and target setting procedures, making effective use of comparative, value added and bench marking data.
- Assist the Headteacher in monitoring the quality of teaching and learning within the school, taking appropriate action where performance is unsatisfactory.

Pupil Management

- Play an active part in pupil discipline and support procedures within the school.
- Liaise and conduct meetings with parents of pupils whose behaviour is causing concern.
- Promote and safeguard the safety and welfare of the children.
- Support and signpost additional professional help for families experiencing issues which impact on their children.

Working with Others

- Act as the leader for community cohesion within the school.
- Contribute to the development of school and community partnerships.
- Promote and model good relationships which are based on partnerships to support and improve pupils' achievement.
- Assist the Headteacher in developing a culture of professional teamwork across the school and at all levels.
- Attend Governing Board Meetings in order to provide information and objective advice.
- Attend staff meetings, leading them on occasions and to lead team meetings as necessary.

**WYKE PRIMARY SCHOOL
DEPUTY HEADTEACHER
PERSON SPECIFICATION**



Area	Requirements
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status (including skills tests if applicable) • Other evidence of relevant qualifications eg B Ed, PGCE, sports coaching, first aid etc
Experience	<ul style="list-style-type: none"> • Successful experience of leading one or more subject areas. • Substantial, successful teaching experience. • Thorough knowledge of KS2 and at least one other key stage. • Experience of a strategic leadership role.
Knowledge and understanding	<ul style="list-style-type: none"> • Awareness of teaching and learning styles • Knowledge of how to cater for a range of children's needs including the more able, SEN and other groups • Understanding of assessment procedures and assessment for learning to support pupil progress • Evidence of recent professional development or training
Skills	<p><u>Strategic Leadership</u></p> <ul style="list-style-type: none"> • Strong commitment to school improvement and raising achievement for all. • Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement. • Ability to understand and analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these. • Understanding of and commitment to promoting and safeguarding the welfare of pupils. • Ability to support and develop the vision and aims of the school. • Ability to motivate adults and children. • Ability to lead by example. • Ability to deal positively with a range of situations. <p><u>Leading & Managing Staff</u></p> <ul style="list-style-type: none"> • Experience of working effectively in staff teams. • Experience of performance management procedures and supporting the continuing professional development of colleagues. • Experience of leading staff teams effectively. • Experience of delivering training to staff teams. <p><u>Learning & Teaching</u></p> <ul style="list-style-type: none"> • Excellent classroom practitioner. • Commitment to high standards. • A secure understanding of the requirements of the National Curriculum and Early Years Foundation Stage. • Knowledge and experience of a range of successful learning and teaching strategies to meet the needs of all pupils. • A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning. • Ability to deal effectively and positively with difficult and challenging behaviour. • Sound ICT skills. • Good experience of SEN.

	<p><u>Accountability</u></p> <ul style="list-style-type: none"> • Ability to communicate effectively, orally, technologically and in writing to a range of audiences. • Experience of effective whole school self evaluation and improvement strategies. • Ability to present confidently to large groups, e.g, parents. <p><u>Professional Development</u></p> <ul style="list-style-type: none"> • Evidence of and enthusiasm for continuing professional development relating to school leadership and management / curriculum / learning and teaching. • Commitment to gain NPQH.
Personal Qualities	<ul style="list-style-type: none"> • Good sense of humour. • Ability to build and maintain positive relationships at all levels. • Ability to work as part of a team • Good interpersonal skills with high levels of integrity and professionalism. • Empathy with and a liking for children. • Experience and understanding of pastoral care, including issues concerning families. • Ability to organise work, prioritise tasks, make decisions and manage time effectively. • Good communication skills. • Ability to remain positive and enthusiastic when working under pressure. • An approachable and caring manner. • High standard of personal presentation and professionalism • Willingness to contribute to the wider school community, eg school clubs, leading assemblies etc • High expectations of self and others