



St Andrew's CE Primary School Much Hadham

Deputy Headteacher Job Description

Flourishing Together – 'Life in All Its Fullness' John 10:10

Living God's Love

Love of One Another, Love of Learning, Love of God

Responsible to: Headteacher

Pay Grade: Leadership Scale (Range 5-9) currently £46,458.45 - £51,160.25

Our Mission Statement

We are an inclusive community where each child knows they are loved and valued for who they really are and can grow to their full potential within the love of God.

The Deputy Headteacher, working with the Headteacher, the Governing Body, Senior Leadership Team and school staff will continue to inspire and embody the Christian ethos and culture of this Church school. They will assist the Headteacher in providing leadership for the school to continue to secure its success and continuous improvement, ensuring high quality education for all its children.

Main Purpose of the Role

To carry out duties of a Deputy Headteacher as set out in the School Teacher's Pay and Conditions document published annually by the DfE.

To consult and liaise, as appropriate, with the Headteacher, Governing Body, HCC / HfL, The Diocese, the staff of the school, parents/carers, and specific external agencies when required.

Professional Duties

- Play a major role under the overall direction of the Headteacher in:
 - leading and managing the school so that it achieves its aims
 - establishing the policies through which they will be achieved
 - managing staff and resources to that end
 - monitoring and reviewing progress towards their achievement.
- To undertake any professional duties of the Headteacher reasonably delegated by the Headteacher.
- If the Headteacher is absent from the school the Deputy Headteacher must undertake their professional duties to the extent required by the Headteacher and the Governing Body.
- Teach in the school, setting an excellent standard of teaching and learning and leading by example.

Main Areas of Responsibility

- Member of the Leadership Team.
- To work with the Senior Management Team (SMT) in assessment, monitoring, self review and target setting throughout the school.
- To be an Associate Member of the Governing Body.

Teaching and Learning

- To provide an excellent role model as a teaching practitioner.
- To play a major role in sustaining high quality Teaching and Learning throughout the school to ensure ambitious standards for all children.
- Assisting the Headteacher in leading the Broad and Balanced Creative Curriculum to offer the children rich opportunities and enhanced wellbeing.

Training and CPD

With the Headteacher:

- Assess the needs of staff through Performance Management meetings and identify areas requiring support/training and select appropriate CPD.
- Co-ordinate INSET activities, making teachers and support staff aware of suitable training opportunities for both school and personal/professional development.
- Keep up to date with important local and national initiatives and training to develop own career.

Leadership and Management Tasks

- Support the Headteacher and Governing Body in school self-evaluation and further development of the School Development Plan using robust evaluation of school performance and progress data to secure continued improvements.
- Take on the role of the Deputy Designated Safeguarding Lead.
- Assist the Headteacher in providing a safe, calm and well-ordered environment, focused on safeguarding children and developing their exemplary behaviour in school and in the wider community.
- Assist the Headteacher and Governing Body in maintaining a safe and secure school environment.
- Lead staff meetings and INSETs as required.
- Assist with the appointment of staff.
- Organise whole school events as required.
- Assist in the review and evaluation of school policies.
- Participate in residential journeys and extra curricular activities when required.
- Assist the Headteacher in supporting and liaising with the Friends of St Andrew's.
- Plan and produce organisational materials (e.g. timetables, rotas).

Upholding the distinctiveness of St Andrew's as a Church of England school

- Maintain and develop the Church of England Christian character of the school.
- Assist the Headteacher in leading Collective Worship in keeping with the Christian foundation of the school.
- Inspire and influence others, within and beyond the school, to believe in the fundamental importance of education in young people's lives and to promote the value of education especially within a Christian context.

This job description is not exhaustive and is open to reasonable change by negotiation.

July 2020

St Andrew's Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to enhanced DBS and other checks in line with safer recruitment practice.

We are an equal opportunities employer.