



Hurst Drive Primary School



Headteacher: Mr D Short

Tel: 01992 624099

Fax: 01992 622790

Web: www.hurstdrive.herts.sch.uk

Email: admin@hurstdrive.herts.sch.uk

Hurst Drive Primary School - Deputy Headteacher – Job Description

1. Introduction

Hurst Drive Primary School is a two-form entry school situated in Waltham Cross in the Borough of Broxbourne, Hertfordshire – easily accessed by car via the A10 junction of the M25 (Junction 25) or by train being only a ten-minute walk from Theobalds Grove or Waltham Cross railway stations. Placed in extensive grounds, including a very large field, pond and woodland area, the school serves a diverse local community with children who are kind, polite and a pleasure to teach.

Vision Statement

At Hurst Drive Primary School, our vision is 'Success for all'.

On our journey to achieving success for all, Hurst Drive Primary School will involve everyone in maintaining high expectations to create an outstanding teaching and learning environment, where the curriculum extends beyond the classroom, and all learning opportunities prepare children for the ever-changing world.

2. Title and Grade of Post

Post Title: Deputy Headteacher

Pay Scale: Leadership Spine Point L11, £53,774 to L15, £59,117

3. Purpose of the Job

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school;
- Establishing policies for achieving these aims and objectives;
- Managing staff and resources to that end; and,
- Monitoring progress towards the achievement of the school's aims and objectives.

If the Headteacher is absent, the Deputy Headteacher will deputise, as expected by the Governing Body.

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).





Hurst Drive Primary School



Headteacher: Mr D Short

Tel: 01992 624099

Fax: 01992 622790

Web: www.hurstdrive.herts.sch.uk

Email: admin@hurstdrive.herts.sch.uk

4. Employment Duties

This is a senior post within the school's staffing structure which carries with it membership to the Senior Leadership Team. This job description is to be performed in accordance with the attached provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

5. Relationships

The post holder is responsible to the Headteacher for his/her management duties and teaching tasks.

The post holder interacts on a professional level with colleagues – including outside agencies – and governors, seeking to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

The post holder will be responsible for the appraisal of teaching staff relevant to his/her responsibilities.

6. Duties and Responsibilities

In addition to carrying out the professional duties of a teacher in line with the Teachers' Standards, the particular responsibilities attached to the post of Deputy Headteacher are as follows:

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, 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; and,
- Seek training and continuing professional development to meet own needs



Hurst Drive Primary School



Headteacher: Mr D Short

Tel: 01992 624099

Fax: 01992 622790

Web: www.hurstdrive.herts.sch.uk

Email: admin@hurstdrive.herts.sch.uk

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 leading in-house training and arranging external training to ensure the continuing professional development of 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; and,
- 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;
- Oversee and evaluate the school's use of the Pupil Premium and other such funding aimed at improving outcomes for pupils;
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour;
- Implement systems for the induction of new staff and managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice;
- Work with the Governing Body as an Associate Member, attending and contributing to meetings as directed by the Headteacher;
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources; and,
- Support distribution of leadership throughout the school.

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.





Hurst Drive Primary School

Headteacher: Mr D Short
 Tel: 01992 624099
 Fax: 01992 622790
 Web: www.hurstdrive.herts.sch.uk
 Email: admin@hurstdrive.herts.sch.uk



Person Specification – Deputy Headteacher

Category	Person Specification	Assessment		
		Application Form	Observation / Interview	Reference
Qualifications and training	<ul style="list-style-type: none"> Qualified teacher status Degree Professional development in preparation for leadership role (e.g. National Professional Qualification for Senior Leadership) 	✓ ✓ ✓		
Experience	<ul style="list-style-type: none"> Successful leadership and management experience in a school (e.g. subject leadership, leading a phase etc.) A minimum of 5 years' teaching experience, preferably in more than one school and in more than one key stage and at an outstanding level Line management experience Experience of contributing to staff development 	✓ ✓ ✓ ✓		✓ ✓ ✓ ✓
Skills and knowledge	<ul style="list-style-type: none"> Data analysis skills, and the ability to use data to set targets and identify weaknesses Understanding of high-quality teaching, and the ability to model this for others and support others to improve Understanding of school finances and financial management Effective communication and interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships 	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓





Hurst Drive Primary School

Headteacher: Mr D Short
 Tel: 01992 624099
 Fax: 01992 622790
 Web: www.hurstdrive.herts.sch.uk
 Email: admin@hurstdrive.herts.sch.uk



Category	Person Specification	Assessment		
		Application Form	Observation / Interview	Reference
	<ul style="list-style-type: none"> Up to date ICT skills 	✓	✓	
Personal qualities	<ul style="list-style-type: none"> Creative (i.e. good at problem solving, seeing the 'bigger picture' etc.) Confident (i.e. to lead others) Resilient (i.e. ability to remain calm in stressful situations and learn from them etc.) Enthusiastic (i.e. working positively, leading by example etc.) Hardworking (i.e. completing all work to a high standard) Organised (i.e. prioritising tasks, meeting deadlines etc.) Perceptive (i.e. accurately evaluating school practices, school staff and oneself) Influential (i.e. building and maintaining good relationships with pupils, staff and parents/carers) 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

