



## **BELSWAINS PRIMARY SCHOOL**

### **Job Details**

**Salary:** L5-L9 £46,454 - £51,161 (These will differ slightly on the pay review)

**Contract type:** Full time/ Permanent (Non-class based, including covering PPA four afternoons a week)

**Reporting to:** The Headteacher

### **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
- Establishing policies that will uphold the vision for Belswains
- Managing staff and resources efficiently and effectively
- Monitoring progress in line with 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 an excellent education for all pupils
- Build positive, constructive relationships with all members of the school community
- Keep up to date with developments in education, and have an extensive knowledge of educational systems locally, nationally and globally
- Work with political and financial astuteness, translating policy accordingly
- Seek training and continual professional development to meet own needs

## **Pupils and Staff**

Under the direction of the Headteacher:

- Instill a strong sense of accountability in staff in terms of pupil outcomes
- Ensure excellent teaching in the school, including through training 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
- Ensure all staff adhere to 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 that focuses on safeguarding pupils and promoting exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to develop their skills and to value excellent practice
- Attend governors meetings and work with the governing board to enhance the provision made within the school
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support assignment of duties to 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
- 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 promote the value of education
- Ensure a strong sense of creativity, as well as cohesiveness within the school
- Effectively manage progression within a broad and balanced curriculum

## **OTHER AREAS OF RESPONSIBILITY**

### **CURRICULUM**

- Take joint responsibility with the Headteacher, for the review, development and dissemination of the curriculum on an annual basis, ensuring that this incorporates evolving statutory requirements and Government direction, whilst addressing the particular needs of the pupils of Belswains School.

## ASSESSMENT

- Work with the Headteacher to track and analyse whole school pupil performance data and to implement effective responses to the data findings.
- Work alongside the SENCo to plan and implement targeted, quantifiable interventions for those pupils who are making insufficient progress
- Keep up to date with accepted best practice in the field of assessment and ensure that this understanding is disseminated and acted upon

## STAFF WELL-BEING

To work together with our Well-Being Team to:

- Support the wellbeing of all staff, namely by ensuring a positive approach to mental and physical health
- Provide a supportive work environment for all staff
- Acknowledge the needs of staff and how these change over time
- Enable staff to balance their working lives with their personal needs and responsibilities
- Help staff with any specific wellbeing issues they experience
- Ensure that staff understand their role in advancing their well-being and that of others

## WEBSITE

- To work collaboratively to oversee development of the School website, ensuring that it accurately reflects the School's profile, fully meets all statutory requirements and that there is a recognised process for updating the contents therein.

## ATTENDANCE

- To work with the Office Team to monitor whole School attendance, including frequent non-attendeess.
- Develop and monitor an overview system that matches interventions to pupil's attendance, highlights emerging trends and wherever possible, acts as a springboard for intervention to improve attendance.

The Deputy Headteacher will be required to adhere to safeguarding requirements, promote the welfare of children and young people and to abide by school policies and the staff code of conduct.

Please note that this description defines the overall 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 post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

## Person Specification

CRITERIA	QUALITIES
<b>QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management experience</li> <li>• Experience of contributing to staff development</li> <li>• Leading teaching and learning</li> <li>• Teaching experience</li> <li>• Data handling</li> </ul>
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Data analysis skills and the ability to use data to set targets and identify weaknesses and strengths</li> <li>• Understanding of high-quality teaching, being able to model this for others and support others to improve</li> <li>• Understanding of school finances and financial management</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• Understanding of how to streamline to improve workflow</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• A commitment to attaining the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the post holder.

**Last review date:**

**Next review date:**

**Headteacher/line manager's signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Post holder's signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_