



Job Title: Deputy Headteacher

Pay Grade: L10-14

Prae Wood Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Purpose of the Role

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- ❖ formulating the aims and objective of the school
- ❖ 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
- ❖ leading teaching, learning and assessment across the curriculum from EYFS to Year 6
- ❖ undertake the professional duties of Deputy Headteacher reasonable delegated by the Headteacher
- ❖ undertake the professional duties of the Headteacher in the event of their absence, as set out in the School Teachers' Pay and Conditions Document (STPCD)
- ❖ have responsibility, as with all staff, to promote and safeguard the safety and welfare of children and young people.

Qualities

The deputy headteacher will:

- ❖ uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- ❖ build positive and respectful relationships across the whole school community
- ❖ serve in the best interests of the school's pupils at all times.

Key Duties and Responsibilities

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

- ❖ create a culture where pupils experience a positive and enriching school life
- ❖ uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- ❖ ensure a culture of staff professionalism
- ❖ encourage high standards of behaviour from pupils, build on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- ❖ use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy



Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- ❖ establish and sustain high-quality teaching across all subjects and phases, based on evidence
- ❖ ensure teaching is underpinned by subject expertise
- ❖ effectively use formative assessment to inform strategy and decisions
- ❖ ensure the teaching of a broad, structure and coherent curriculum
- ❖ establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- ❖ use valid, reliable and proportionate approaches to assessing pupil's knowledge and understanding of the curriculum
- ❖ ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher, the deputy head will:

- ❖ promote a culture and practices that enables all pupils to access the curriculum
- ❖ have ambitious expectations for all pupils with SEN and disabilities
- ❖ makes sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- ❖ make sure the school fulfils its statutory duties regarding the SEND Code of Practice
- ❖ support the Inclusion Lead in managing the SENDCo workload
- ❖ support the SENDCo in line managing learning support assistants (LSAs)

Organisational management and school improvement

Under the direction of the headteacher, the deputy head will:

- ❖ establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- ❖ establish and oversee systems, processes and policies so the school can operate effectively
- ❖ ensure staff and pupil's safety and welfare through effective approaches to safeguarding, as part of duty of care
- ❖ manage staff well with due attention to workload
- ❖ ensure rigorous approaches to identifying, managing and mitigating risk
- ❖ allocate financial resources appropriately, efficiently and effectively
- ❖ identify problems and barrier to school effectiveness , and develop strategies for school improvement that are realistic, timely and suited to the school's context
- ❖ make sure these school improvement strategies are effectively implemented

Professional development

Under the direction of the headteacher, the deputy head will:

- ❖ ensure all staff have access to appropriate, high standard professional development



opportunities

- ❖ take responsibility for the appraisal and professional development of others
- ❖ keep up to date with developments in education
- ❖ take responsibility for own further training and development in order to improve own teaching and overall performance

Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy head will:

- ❖ understand and welcome the role of effective governance, including accepting responsibility
- ❖ ensure that staff understand their professional responsibilities and are held to account
- ❖ ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- ❖ work successfully with other schools and organisations
- ❖ maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Health & safety

- ❖ be aware of and comply with policies and procedure relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to the appropriate person
- ❖ promote the safety and well-being of pupils
- ❖ promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and promote policies and procedures to foster them.

Supporting the headteacher

- ❖ act as a critical friend to the headteacher, provide effective professional challenge and support
- ❖ collaborate and work with colleagues and other relevant professionals within and beyond the school community
- ❖ develop and maintain effective professional relationships with all colleagues
- ❖ contribute to the recruitment, selection, appointment and professional development of other members of staff
- ❖ communicate effectively with pupils, parents/carers, colleagues, wider school community and governors
- ❖ fully support the life and work of the whole school and promote a positive image of the school always

This job description is an illustrative list of the general nature and level of responsibility of the role. It is not an exhaustive list and the postholder may be required to carry out other duties appropriate to the level of the role. This job description will be reviewed annually as part of the performance management programme. The Deputy Headteacher will have access to a range of professional development activities which they will be expected to undertake eg. Deputy Headteacher



Conferences, support groups and appropriate training courses.

Competencies

This post is classed as having a high degree of contact with a children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

At Prae Wood, we are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.