



John Perry Primary School

Job Title: Deputy Head Teacher

Salary: L10 – L18

Hours: 35

Contract type: Full time

Accountable to: The Head Teacher, Governors

Responsible for: Assistant Head Teachers, TLR2 Postholders

Key responsibilities and objectives:

The Deputy Head Teacher, under the direction of the Head Teacher, 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 commensurate to the role
- Monitoring progress towards the achievement of the school's aims and objectives
- The responsibility for the standards and curriculum of all pupils including the monitoring of progress towards pupil targets
- Working with the TLR 2 postholders to monitor standards and progress of identified groups of children, holding staff to account as appropriate

If the Head Teacher is absent, the Deputy Head Teacher will deputise, as directed by the governing board. The Deputy Head Teacher will also be expected to fulfil the professional responsibilities of a Head Teacher As set out in the School Teachers' Pay and Conditions Document (STPCD).

Duties and Responsibilities:

Personal qualities, knowledge and skills

Under the direction of the Head Teacher, the Deputy Head Teacher will:

- Support the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Promote a culture of inclusion within the school community where all views are valued and taken in to account
- Work with political and financial astuteness, translating policy and national initiatives into the school context
- Build positive relationships with all members of the school community, including external agencies and members of staff in informal partnerships
- Lead by example, articulating the school's vision and values and providing excellent education for all pupils
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Seek training and continuing professional development opportunities to improve and enhance personal knowledge and skills
- Devise, implement and monitor action plans and other policy developments

Leading Teaching and Learning

Under the direction of the Head Teacher, the Deputy Head Teacher will:

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Head Teacher to raise standards through staff appraisal
- Lead the development and delivery of training and support for staff
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the Head Teacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Head Teacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations, work scrutiny, pupil interviews and scrutiny of planning to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school and providing appropriate support where necessary
- Develop and review systems to ensure robust evaluation of school performance, progress data and implementing actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

Pupils and Staff

Under the direction of the Head Teacher, The Deputy Head Teacher will:

- Demonstrate ambitious standards for all pupils, instilling strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching, including through training and staff development
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identifying emerging talents, coaching and developing aspiring school leaders
- Hold all staff to account for their professional conduct and practice

Developing self and others

The Deputy Head Teacher will:

- Support the development of collaborative approaches to learning within the school and beyond
- Organise and support the induction of staff new to the school and those being trained within the school
- Participate, as required, in the selection and appointment of teaching and support staff
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the Head Teacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all identified teaching staff

Systems and Processes

Under the direction of the Head Teacher, The Deputy Head Teacher will:

- 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, focused on safeguarding pupils and developing exemplary behaviour in line with the school's behaviour policy

- Implement systems for managing the performance of all staff, addressing any underperformance and supporting staff to improve their practice
- Work with the Governing Board and Link Governors as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support the distribution of leadership throughout the school

School Improvement

Under the direction of the Head Teacher, The Deputy Head Teacher will:

- Create an outward-facing school that works with partner schools to secure excellent outcomes for all pupils
- Develop effective professional relationships with fellow school leaders and professionals
- Model innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the importance of education in young people's lives and to promote high aspirations through the value of education

The Deputy Head Teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and procedures and the staff code of conduct

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post. The conditions of employment of teachers in the School Teachers' Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Head Teacher.

This job description will be supported by the school improvement plan which will identify key distinct tasks and responsibilities for the Deputy Head Teacher in the school year. These will be derived from ongoing school self-evaluation and other local and national priorities.



John Perry Primary School
Deputy Head Teacher
Person Specification

Qualifications	Essential	Desirable	Assessed by
Qualified teacher status	✓		Application
Degree	✓		Application
Professional development in preparation for leadership role	✓		Application, interview, references
Any other qualifications relevant to primary teaching and a leadership role.		✓	Application
Experience			
Successful leadership and management experience in a school	✓		Application, interview
Significant successful teaching experience and an excellent classroom practitioner.	✓		Interview, references
A minimum of 5 years teaching experience in a primary setting	✓		Application
Experience of curriculum development, assessment and/or development and quality assurance of Teaching and Learning	✓		Application, interview, references
Involvement in school self-evaluation and development planning	✓		Application, interview
Line management experience	✓		Application, Interview
Experience of leading staff development	✓		Application, Interview
Proven successful experience of leadership within a primary school		✓	Application, interview, references
Using assessment tools and presenting data reports to a variety of audiences	✓		Application, interview

Knowledge and skills			
Data analysis skills and the ability to use and interpret data to set targets and identify weaknesses	✓		Application, interview
Proven success in raising standards at the end of a Key Stage.	✓		Application, interview, references
Understanding of high-quality teaching and the ability to model this for others and support others to improve	✓		Application, interview
Understanding of the school finances and financial management		✓	Application
Effective communication and interpersonal skills	✓		Application, interview
Ability to communicate a vision and inspire others	✓		Interview
Ability to build effective working relationships	✓		Application, interview
Thorough understanding of safeguarding children.	✓		Application and interview
Personal qualities			
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓		Application and interview
Ability to work under pressure and prioritise effectively	✓		Application, interview
Ability to work on own initiative	✓		Application, interview, references
Commitment to maintain confidentiality at all times	✓		Interview, references
Commitment to safeguarding and equality	✓		Application, interview

John Perry is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Notes:

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

Head Teacher's signature: _____

Name: Mr W Pedro

Date: _____

Postholder's signature: _____

Name: _____

Date: _____