

Job description

JOB TITLE:	Deputy Headteacher (Mandeville)
GRADE:	Leadership scale (Inner London) Scale 10-15 (£63,737 - £70,934)
RESPONSIBLE TO:	Executive Headteacher and Headteacher
RESPONSIBLE FOR:	Deputising for the Headteacher

JOB PURPOSE

To carry out the duties of a Deputy Headteacher, as set out in the School Teachers Pay & Conditions Document and undertake any other reasonable duties that the Headteachers may request commensurate with the post.

MAIN DUTIES / RESPONSIBILITIES

TEACHING RESPONSIBILITY

To provide strategic leadership and development of the following aspects of the school:

- Support the Headteachers in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership
- Strategic leadership of the curriculum and evaluation of its impact.
- Support the Headteachers in the evaluation and monitoring of teaching and learning across all key stages
- Direct, support and monitor the work of the Subject Leads, Interventions teachers, Interventions Lead teacher, Learning mentors and Teaching Assistants to ensure high standards of teaching and learning across the school and to hold them accountable for their work.
- To assist in the making of a various action plans and School Development Plan, which incorporates the aims and vision of school.
- To assist in coaching and mentoring co-ordinators to write challenging and supportive action plans for the school.
- Be a role model for good practice in teaching and learning.
- To create and maintain an environment of high standards of behaviour and discipline.
- Support the Headteachers in fostering good relations with parents and the community, ensuring, as far as possible, the involvement of all in the life and ethos of the school.
- Be a performance management team leader.
- To provide cover for absence/PPA as required by the Headteachers
- To teach focus groups of children to raise attainment/accelerate progress

RESOURCE MANAGEMENT

- Work with the Headteachers to plan and organise Continuing Professional Development for all staff and particularly in relation to inclusion.
- To play a central role in maintaining good channels of communication between the school and outside agencies

SAFEGUARDING

- To be fully aware of and understand the duties and responsibilities arising from the Keeping children safe in relation to child protection and safeguarding children and young people as this applies to the teacher's role within the school.
- To act as a designated member of staff for safeguarding
- To support other members of staff to fulfil their responsibility for safeguarding.

Mandeville Primary School is committed to safeguarding and promoting the welfare of the children and young people and expects all in the school community to share this commitment.

Further details of general duties, responsibilities and procedures can be obtained from the Staff Handbook.

OTHER GENERAL REQUIREMENTS

- Take part in the school's performance management system.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review (following the first annual cycle) at the direction of the school Head teacher.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the school's policies and procedures and in compliance with Gayhurst Community School Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:

Person specification- Deputy Headteacher

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Educated to degree level	✓	
Qualified teacher status	✓	

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of leadership and teaching in both KS1 and KS2.	✓	
Must be able to demonstrate experience of effecting change in teaching, learning or curriculum either at class, phase or whole school level	✓	
Responsibility for the co-ordination and or development of a subject specialism in one or more schools: for example, in preparing a scheme of work, in monitoring teaching plans, in developing initiatives	✓	
Experience of line management and accountability of staff across the federation (or similar experience)	✓	

PROFESSIONAL KNOWLEDGE and UNDERSTANDING	ESSENTIAL	DESIRABLE
Must have a good understanding of the skills and attributes involved in effective strategic leadership.	✓	
Must understand the expectations of the Ofsted Framework regarding effective leadership and management particularly of subject leadership.	✓	
Must understand the expectations in the Ofsted Framework regarding effective learning and teaching.	✓	
A good knowledge and understanding of planning broad, balanced and	✓	
A good knowledge and understanding of the Foundation Stage Curriculum.	✓	
Good knowledge of KS1 and 2 Standardised Statutory Tests.	✓	
Good knowledge of the Foundation Stage profiles and profiling scales.	✓	
Good understanding of what constitutes effective assessment for learning across subjects and phases. Ability to deliver staff training across a range of subjects and federation wide development priorities	✓	
Ability to plan and manage staff timetables, cover rota and day to day management of HR issues	✓	
Have knowledge and experience of policy writing and the devising of schemes of work.	✓	



I LIKE CLEAN AIR



Executive Headteacher: Louise Nichols
Business Manager: Cyrilene Malcolm

Associate Headteacher: Karen Pedro
Chair of Governors: Gillian Brady

Gayhurst, Kingsmead and Mandeville Primary Schools working in partnership

PROFESSIONAL SKILLS and ABILITIES

ESSENTIAL DESIRABLE

An excellent classroom practitioner willing and able to teach a class in either key stage as deemed necessary for cover and Leadership and Management time purposes.	✓	
Must be able to plan lessons effectively for all the pupils in a class, setting clear learning intentions and differentiated tasks.	✓	
Must understand assessment, recording and reporting requirements and the administrative requirements for the end of Key Stage SATs.	✓	
Must be able to analyse data effectively to assess whole school performance and progress.	✓	
Must be able to present data in such a way as to support the effective tracking of individual pupil progress.	✓	

PERSONAL QUALITIES

ESSENTIAL DESIRABLE

To relish challenges and perform effectively in significant and key leadership roles.	✓	
Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children.	✓	
A leader with a flexible approach to work who enjoys being a good team member.	✓	
Must be able to effect change through effective leadership and management.	✓	
Must have good communication skills both orally and in writing.	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnership.	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.	✓	
Willingness to and ability to run Federation INSET	✓	
Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others and deal with challenging questions.	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy.	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post.	✓	