

Queensbridge Primary School

Deputy Head Teacher Vacancy

Teaching, Learning and Standards

Job title: Deputy Head Teacher overseeing Teaching, Learning and Standards (to oversee Inclusion, including pupil premium and behaviour, CP and DSL), community cohesion including ITT (UCL links) and ECTs/ Phase Leaders). Part Class based- negotiable PPA/ Leadership time or Class Share- 2.5 days out of class, due to supporting operational management and HR with Head Teacher.

Salary: L13-18

Contract type: full-time and permanent

Reporting to: Head Teacher

Working alongside: Business Manager/ Autism Resource Provision and Children's Centre Manager

Responsible for: Assistant Head, Phase Leaders, middle managers, teachers

The school's leadership team consists of:

- The head teacher (deputy DDSL/recruitment and retention, standards, day to day, vision and strategy, budget, teaching and learning- staff and children)
- A deputy head teacher (to be appointed) as above
- Business Manager (DDSL finance premises cover release HR personnel H&S day to day assistance to HT)
- Children's Centre Manager (sub SMT with BM)
- One/ two assistant head teachers: class based – one day per week leadership release time:
 - Foundation Stage and KS1 (NR12)
 - Assessment, data and tracking (Y3456)

Three Lead Practitioners:

- Inclusion Manager SEND ARP
- Curriculum CPD
- Teaching and Learning/ Research/ Dialogic/ Cognitive Load/ Diversity

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 for achieving these aims and objectives
- Operational management and HR to support HT
- Teaching and Learning, oversee Curriculum, CPD, ITT (ECTs), Research and UCL Links, pupil premium and dealing with behavior, including intervention with parents/ carers prior to HT intervention, community cohesion
- Child Protection/ DSL alongside Inclusion Manager
- Managing staff and resources to that end, handling disputes prior to HT intervention
- Monitoring progress towards the achievement of the school's aims and objectives
- To deputise when the head teacher is absent working alongside the Business Manager, including the ability to deal effectively with staff/ parents/carers re concerns/ issues that may arise
- To effectively support the HT with any staff member requiring improvement and support/ document accordingly
- Deal effectively with some HR issues with support from the HT/ SBM
- The deputy head teacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).
- Undertake such duties as are designated by the Head Teacher

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
- To lead on pedagogy, research based methodology, supporting Lead Practitioners for Teaching and Learning/ Curriculum

- 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, research methodology
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs
- To oversee and work in partnership with the ARP Lead and Children's Centre Manager

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 across all Key Stages, including being the pupil premium champion. Demonstrate use of data to drive standards up.
- Ensure excellent teaching in the school, including through training and development for staff, particularly for inclusive practice, helping to support the ARP Lead
- Establish a culture of 'open classrooms' as a basis for sharing best practice especially as an EX teaching school
- 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
- Hold all staff to account for their professional conduct and practice
- Documenting CP effectively as DSL alongside SENCO, and DDSLs
- Oversee pupils general well-being including responsibility for outcomes for pupil premium, behaviour incidents, dealing with bullying and racist/ homophobic incidents and assisting with parent/ carer issues before they escalate to the HT

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 alongside the Business Manager
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources alongside the Business Manager/ Head Teacher
- Support distribution of leadership throughout the school, the ARP and Children's Centre

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, inclusion and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Other areas of responsibility

- Develop the community aspects of the school- fundraising and community links
- Parental liaison, particularly with regard to Teaching, Learning and Curriculum
- Timetabling (the ability to be strategic and creative) alongside the SBM
- Help ensure the website remains compliant

- DSL/ Child Protection

The deputy headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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 post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher.

Person specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree (BA/BSC or higher) • Professional development in preparation for a leadership role (eg. NPQSL/ NPQML) or other equivalent accreditation • Senco accreditation desirable / Autism Training desirable
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Teaching experience (minimum 6 years teaching experience) across key phases • Involvement in school self-evaluation and development planning • Line management experience • Experience of contributing to staff development • Experience of inclusion and comprehensive provision mapping, including those with ASD • Designated Safeguarding Lead
Skills and knowledge	<ul style="list-style-type: none"> • Proven Data Analysis skills, and the ability to use data to set targets and identify weaknesses, including teachers under performance • The ability to be strategic • To understand a variety of pedagogical approaches, experience of research based projects • 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 • Comprehensive inclusion (SEND support as well as stretch and challenge) • Knowledge of how a Teaching School operates and research based CPD • Knowledge of Children's Centre management and pre-school development including Early Years • Comprehensive understanding and experience of dealing with a wide range of SEN needs including ASD • Child Protection experience and ability to support as DSL • To demonstrate effective communication with all stakeholders.
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • To be able to work effectively as part of an experienced team • To be able to undertake any such duties as are designated by the Head Teacher

This is the basic overview and as Deputy and may be added to at any time by the HT.
This job description may be amended at any time in consultation with the postholder.