



Howbridge Church of England Junior School
Howbridge Road
Witham
Essex
CM8 1BZ

Job Description: Deputy Headteacher

Job details Salary: L7-L11

Contract type: Permanent

Reporting to: Headteacher

Main purpose

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

- Promoting the school as a Church of England School
- Formulating the aims and objectives 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
- Deputise for the Headteacher as required

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 Christian vision compellingly and support strategic leadership
- 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
- Work with political and financial astuteness, translating policy into the school's context to ensure continuity, consistency, and progression
- Seek training and continuing professional development to meet own needs
- Be a member of the Senior Leadership team
- Assist the maintenance of school documents available to staff

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
- Maintain a regular teaching timetable focused on raising attainment
- 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
- Hold all staff to account for their professional conduct and practice
- Inspire, motivate and challenge staff in order to maintain consistently high expectations
- Participate in curriculum development and monitoring throughout the school

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, 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 local governing body as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of 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 to promote the value of education
- Model the highest level of personal and professional conduct throughout the whole school community
- Be involved in the recruitment procedures of teaching and non-teaching staff

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 headteacher.

Person Specification

Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> ○ Qualified Teacher Status ○ Degree 	<ul style="list-style-type: none"> ○ Evidence of further study
Experience	<ul style="list-style-type: none"> ○ Varied experience and understanding of teaching and learning across the primary age range ○ Previous recent experience in a senior leader or middle leader role in a primary school which includes a proven track record of raising standards ○ Experience of data analysis ○ Responsibility for improving, monitoring and evaluating an aspect of school provision ○ Experience of leading and managing people, to good effect ○ Experience of contributing to self-evaluation and school improvement ○ Experience of leading training and other staff development activities, including performance management 	<ul style="list-style-type: none"> ○ Experience of teaching in more than one key stage ○ Experience of working in at least two schools ○ Experience of coaching and mentoring ○ Experience of working with governors, parents and the wider community ○ Experience of leading aspects of formal personnel procedures ○ Experience of financial management
Knowledge and Understanding	<ul style="list-style-type: none"> ○ A proven track record as an outstanding teacher ○ Knowledge of the curriculum for Key Stage 2 ○ In-depth knowledge of curriculum development and effective pedagogy ○ Sound understanding of assessment, recording and reporting ○ Understanding of strategies for school improvement ○ Knowledge of how the effective use of data and target setting can raise standards ○ Up-to-date knowledge and understanding of current educational issues 	<ul style="list-style-type: none"> ○ Evidence of highly effective teaching in more than one year group or phase ○ Subject Leadership of a core subject ○ Knowledge of school and national data sets ○ Familiar with the specific knowledge and understanding related to leading a church school. ○ Familiar with the training of teacher students -NQTs, SCITT, Teach First etc

Skills	<ul style="list-style-type: none"> ○ Ability to positively influence others ○ Ability to motivate, lead and manage people to work both individually and in teams ○ Ability to implement change and plan strategically ○ Ability to have challenging conversations which lead to good outcomes for children ○ Ability to identify strengths and weaknesses of teaching, their impact on learning and how to remove weaknesses seen in the teaching of colleagues ○ Outstanding communication skills, with a range of audiences both orally and in writing ○ Understanding, analysis and interpretation of school performance data ○ Ability to prioritise work under pressure and meet deadlines ○ Effective problem solving skills ○ Effective administrative and organisational skills 	
Safeguarding	<ul style="list-style-type: none"> ○ Child protection trained ○ PREVENT trained ○ Familiar with e-safety procedures 	<ul style="list-style-type: none"> ○ CSE designated person trained ○ Designated child protection person trained ○ PREVENT designated person trained ○ Safer recruitment trained
Personal Attributes	<ul style="list-style-type: none"> ○ Value all children and committed to the development of the whole child ○ A belief that all children can make outstanding progress whatever their background ○ Relate well to pupils, staff and parents and care about their individual needs ○ Able to adapt to changing circumstances and new ideas in a positive and creative manner ○ Ability to deal with sensitive issues in a professional manner 	

	<ul style="list-style-type: none">○ High standards of self and others○ Good judgement○ Energy and enthusiasm○ Integrity and loyalty○ Personal and professional resilience and persistence○ A good sense of humour	
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