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**JOB DESCRIPTION**

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| **School/College:** | Working across Clenchwarton, West Lynn and Walpole Cross Keys Primary Schools |
| **Job Title:** | **Executive Deputy Headteacher (from September 2018)** |
| **Grade:** | **L8 – L12,** (£46,797- £51,638)  |
| **Responsible to:** | **The Executive Headteacher and Governing Body** |
| **Working With:** | **Teaching and Support staff** |

## Purpose of the Job

* Carry out the duties of this post in line with the remit outlined in the current *School Teachers’ Pay and Conditions Document (September 2015)* including the conditions of employment for Deputy Headteachersand the school’s own policy
* Under the overall direction of the Headteacher play a lead role:
* in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
* be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
* proactively manage staff and resources
* Take full responsibility for the schools in the absence of the Executive Headteacher
* Take responsibility for child protection issues as appropriate
* Take responsibility for promoting and safeguarding the welfare of children and young people within the schools

## Duties and Responsibilities

## Shaping the future

## In partnership with the Executive Headteacher and governors, establish and implement an ambitious vision and ethos for the future of the schools

* Play a leading role in the schools’ improvement and schools’ self-evaluation planning process
* In partnership with the Executive Headteacher, manage school resources
* Devise, implement and monitor action plans and other policy developments
* Lead by example to motivate and work with others
* In partnership with the Executive Headteacher, lead by example when implementing and managing change initiatives
* Promote a culture of inclusion within the schools community where all views are valued and taken in to account

## Leading teaching and learning

* 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 Executive Headteacher to raise standards through staff performance management
* 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 Executive Headteacher in managing the schools through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
* With the Executive Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the schools, including lesson observations to ensure consistency and quality
* Ensure the systematic teaching of basic skills and recording of impact is consistently high across the schools
* Develop, review systems to ensure robust evaluation of school performance, progress data and 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

## Developing self and others

* Support the development of collaborative approaches to learning within the schools and beyond
* Organise and support the induction of staff new to the school and those being trained within the schools
* Act as an induction co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate
* Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the schools in the absence of the headteacher
* 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 Executive Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the schools improvement plan and performance management
* Lead the annual appraisal process for all identified support and teaching staff

## Managing the organisation

* Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
* Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
* Working with the Executive Headteacher, undertake key activities related to professional, personnel/HR issues
* Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
* Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the schools
* Be a proactive and effective member of the executive senior leadership team
* Ensure the day-to-day effective organisation and running of the schools including the deployment of staff as appropriate
* To undertake any professional duties, reasonably delegated by the Executive Headteacher

### **Securing accountability**

* Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school’s performance and standards
* Support the Executive Headteacher in reporting the school’s performance to its community and partners
* Promote and protect the health and safety welfare of pupils and staff
* Take responsibility for promoting and safeguarding the welfare of children and young people within the schools

### **Strengthening community**

* Work with the Executive Headteacher in developing the policies and practice which promote inclusion, equality and the extended services that the schools offers
* Develop and maintain contact with all specialist support services as appropriate
* Promote the positive involvement of parents/carers in school life
* Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
* Strengthen partnership and community working
* Promote positive relationships and work with colleagues in other schools and external agencies

**Additional responsibilities:**

* Designated Child Protection
* Assessment
* Curriculum co-ordinator

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

***Note***

*This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.*

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

**Qualifications**

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| **Essential** | **Desirable** |
| * Qualified Teacher Status
* Honours Degree or equivalent
* Studying or ready to study for the NPQH
* Recent Leadership experience
 | * Evidence of further professional qualifications
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**Experience**

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| **Essential** | **Desirable** |
| **A person who has experience of:*** Being a highly successful classroom practitioner
* Senior management role in primaries of at least 2 years
* Teaching more than one key stage and at more than one school
* Developing all aspects of curriculum
* Leading and ensuring safeguarding procedures are followed in line with legislation and school policies
* Working with and involving school governors
* Leading staff development
* Raising school standards
* Monitoring, evaluating and challenging quality of teaching and learning and undertaking lesson observations, recording appropriately
* Schools self-evaluation planning processes
* Target setting; pupil tracking; benchmarking and other method of analysing both pupil attainment and achievements
 | * Managing HR issues e.g. sickness absence, disciplinary and capability of staff
* Developing policies for the three schools and ensuring all legislation is up to date
* Recruitment processes including Interviews and inductions of new staff
* SEN/SENCO role
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**Personal and Professional Skills**

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| **Essential** | **Desirable** |
| **A person who is able to:*** Support the Executive Headteacher and take responsibility in their absence
* Support the aims and ethos of each of the schools
* Motivate and inspire confidence in pupils, staff, parents, governors and the wider community and be an excellent role model in demonstrating a desire to improve and learn
* Lead INSET to the whole staff and wider community
* Support and mentor staff, identifying any appropriate professional development
* Lead regular reviews of the schools ensuring all statutory requirements are being met
* Delegate and monitor work effectively
* Ensure and help to maintain good standards of behaviour, attendance and punctuality from pupils and staff
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**Knowledge and Understanding**

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| **Essential** | **Desirable** |
| **A person with a good knowledge and understanding of:*** Current national education initiatives
* Child protection and safeguarding legislation and procedures
* Staff appraisal processes
* School development planning
* ICT and its effectiveness as a management tool as well as across the curriculum to enhance teaching and learning
* Strategies for inclusion and development of all pupils
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