

### Job Description – Oak Tree Primary

#### Purpose

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement. The Deputy Headteacher will work alongside the Headteacher and DMAT in defining, articulating and implementing the shared vision and values of the school through effective communication and engagement with all stakeholders.

The Deputy Headteacher, under the direction of the Headteacher and DMAT will take a major role in:

- Determining the vision and strategic direction of the school to ensure school improvement
- Playing a major role in formulating and reviewing the School Development Plan and the priorities leading to improvement for all pupils, monitoring and evaluating progress towards their achievement.
- With the headteacher ensure successful day-to-day leadership and management of the school.
- Maintaining a high profile around the school, proactively supporting staff.
- Being a role model for exemplary leadership and classroom practice.
- Leading on delegated areas of responsibility
- Contribute to the safeguarding and promotion of the welfare and personal well-being and care of students and undertaking the role of as DSL
- Deputising for the Headteacher in the event of absence or other urgent business

#### Main Duties and Responsibilities

##### Strategic Direction and Development of the School

- To assist the Headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on raising standards, behaviour and personal development.
- To play a significant role in setting aims and objectives for the school and in formulating the School Development Plan along with the Headteacher, DMAT and governors.
- To lead on Learning and Teaching, Curriculum and Assessment developing and monitoring policy and practice so that it has a direct impact on raising standards.

- To lead on Pupil Premium, ensuring excellent outcomes and opportunities for pupils.
- To assist the Headteacher in school self-review and evaluation and in the effective planning and management of interventions resources to secure improvements.
- Publicly supporting all decisions of the Headteacher, DMAT and Governing Body.

### **Teaching and Learning**

- Be an 'outstanding' role model and act as a leading classroom, inspiring and motivating other staff.
- Work with the Headteacher to sustain high expectations and outstanding practice in teaching and learning throughout the school.
- Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for school improvement.
- Ensure records of children's attainment and progress are maintained by the school.
- Ensure children's work receives appropriate feedback and targets are set by the school.
- Liaise with parents and external agencies in respect of children's progress and learning needs.
- Work within the Code of Practice relating to Special Educational Needs.

### **Leadership and management**

- Support and deputise for the Headteacher.
- Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including their own continual professional development.
- Work with all stakeholders to increase the roll of the school.
- To be an exemplar of all trust/school policies and practices.
- To support the Headteacher to lead in Performance Management of all teaching staff.
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the School Development plan and performance management.
- Lead in developing the school curriculum.
- Take a leading role in developing strategies and interventions to raise pupil achievement.
- Take a leading role in ensuring good behaviour for conduct and behaviour for learning across the school.
- Take a leading role in induction for ECTs and in trainee teacher placements.
- Take a leading role in the school's safeguarding procedures.



### Standards and quality assurance

- Actively promote the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings, events and performances.
- Uphold the school's behaviour policy.
- Participate in staff training and development.
- Attend team and staff meetings.
- Develop links with governors, external agencies and neighbouring schools.

### Additional Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

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"><li>• Qualified teacher status</li><li>• Degree</li></ul>
Experience	<ul style="list-style-type: none"><li>• Successful senior leadership experience- minimum of 2 years</li><li>• Proven track record of leading whole school improvement with clear outcomes</li><li>• Strong teacher- proven impact</li><li>• Successful line management of staff</li></ul>



<p><b>Skills and knowledge</b></p>	<ul style="list-style-type: none"> <li>• Highly skilled at analysing data, selecting what needs to be addressed, leading on key actions for improvement and evaluating impact</li> <li>• Deep understanding of evidence informed high-quality teaching, with the ability to model this for colleagues and support them to improve their professional practice</li> <li>• Highly effective communication and interpersonal skills applicable to all stakeholders</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build highly effective working relationships</li> </ul>
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• A relentless focus on achieving the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure, prioritise effectively, with a high level of resilience</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>