

Job Description



Deputy Headteacher at Springfield Junior School

Responsible to: Headteacher

Purpose:

- ✓ The Deputy Headteacher of Springfield Junior School (a Children's Endeavour Trust Academy) will work with the Headteacher, Trustees, Governing Body, staff, parent and pupils to support the professional leadership, vision and direction for the school and ensure continuous improvement.
- ✓ They will provide leadership, development and management of the teaching and learning and behaviour of all pupils; take a lead role in the monitoring and evaluation of standards across the whole school and be a leading professional actively promoting effective practices to raise standards.
- ✓ The Deputy Headteacher shall carry out the professional duties as described in the School Teachers' Pay and Conditions Document 2019.

Main duties and Responsibilities:

All responsibilities of a teacher, which include:

- ✓ Deliver an aspirational curriculum as relevant to the age and ability group/subject/s that you teach and use awareness of pupils' capabilities – SEN, Gifted & Talented, EAL, disabilities - and prior knowledge to plan and differentiate appropriately. Reflect upon the effectiveness of this regularly.
- ✓ Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- ✓ Be accountable for the attainment, progress and outcomes of pupils' you teach and regularly communicate this to parents/carers and other staff as appropriate.
- ✓ Make accurate and productive use of assessment and give pupils regular feedback, both orally and through accurate marking (in line with school policy), and encourage pupils to respond to the feedback and reflect on progress.
- ✓ Establish a safe, respectful and purposeful environment for pupils and manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- ✓ Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol or procedures.
- ✓ Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements.

Strategic Leadership and Management

- ✓ If the Headteacher is absent, deputise as directed by the governing body.
- ✓ With the Senior Leadership Team, contribute in the school improvement planning process with awareness of agreed priorities, and national and local developments. Support the identification of school strengths and weaknesses and collaboratively plan for sustained improvement.
- ✓ Support with day to day management of the school.
- ✓ Lead by example by maintaining a visible presence across the school, articulating clear vision, values and moral purpose, and consistently employing school policies and procedures.
- ✓ Cultivate positive relationships with all stakeholders
- ✓ Lead key school events when requested and promote the values and achievements of the school community.
- ✓ Support the deployment of effective systems of Performance Management which enable staff to achieve their professional potential.
- ✓ Provide information and support to the Governing Body, and other stakeholders as required.

Provision for Learners with Additional Needs

- ✓ Oversee whole school pastoral care systems and provision for Learners with additional needs including SEN and EAL
- ✓ Promote the safety and welfare of children. To be a named DSL for safeguarding within the school and to take responsibility for ensuring all staff working in school are appropriately trained
- ✓ Maintain an oversight of action plans, recording systems and outside agency involvement for pupils with special needs
- ✓ Advise and direct colleagues on issues related to behaviour management and pastoral care
- ✓ To line manage the SENCO, EAL lead, Family Support Worker and liaise with them on the provision for pupils with additional learning needs, behavioural difficulties and attendance issues.
- ✓ Check that TAs are maintaining useful and purposeful tracking systems and planning effectively to ensure progress of groups/individuals that are supported.
- ✓ Organise appropriate training for Support staff and regularly update
- ✓ Provide support for support staff at lunchtime as required.

Outcomes for disadvantaged pupils

- ✓ Set high expectations for all and work with staff to diminish the difference in performance between disadvantaged pupils and peers.
- ✓ Analyse the impact of different interventions and provide reports for governors and SLT on the impact of Pupil Premium Funding.
- ✓ Work with the Business Manager and Headteacher to develop and publish the school's Pupil Premium Strategy and analyse its impact.

Tracking and Assessment systems implemented across the school

- ✓ Lead the development of a manageable school wide assessment system that can be used to report pupil progress and attainment, and inform planning and priorities at whole school, year group or class level. This needs to be regularly reviewed in consultation with the staff.
- ✓ Analyse data to identify school successes and areas for development. This includes on entry data and Key Stage 2 SATs. Feedback to relevant personnel – SLT and SEN, English and Maths Subject Leaders.
- ✓ Liaise with governors to ensure that they are fully informed of the current attainment picture across the school. Update assessment headlines for parents on the school website
- ✓ Introduce a target setting model using FFT as a guide.
- ✓ Organise and attend pupil progress meetings to support teachers to identify where children are making slow progress and deploy staff and resources to enable children to make rapid progress.

NOTE

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the Deputy Headteacher is expected and required to perform and complete the particular duties as set out above.