

**Wivelsfield School Deputy Headteacher**

**Job Description**

**Wivelsfield School’s Governing Board is looking to appoint a dynamic and inspiring Deputy Headteacher to assist the Headteacher – Mrs Helen Smith with all aspects of school life.**

**The successful candidate will,**

**“inspire and influence others to believe in the fundamental importance of education in young people’s lives and promote the value of education”**

**POST:** Deputy Headteacher

**PAY RANGE**: Leadership 3 - 8

**Main purpose of the job:**

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,
* Managing staff and resources to that end,
* Monitoring progress towards the achievement of the school’s aims and objectives,
* In the absence of the headteacher, the deputy headteacher will deputise, as directed by the governing board,
* 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).

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| **QUALITIES** |
| The deputy headteacher will:   * Aspire to excellence in all aspects of their professional life, * Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct, * Build positive and respectful relationships across the school community, * Serve in the best interests of the school’s pupils, * Provide an example of ‘excellence’ as a leading classroom practitioner, inspiring and motivating other staff, * Demonstrate leadership qualities in all aspects of their professional life. |

**DUTIES AND RESPONSIBILITIES**

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| School culture and behaviour  Under the direction of the headteacher, the deputy headteacher will: |
| * Support the day-to-day management of the school, * Create a culture where pupils experience a positive and enriching school life, * Uphold and encourage high educational standards in order to prepare pupils from all backgrounds for their next phase of education and life, * Ensure a culture of staff professionalism, * Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school, * Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy, * Build positive relationships with all members of the school community, showing positive attitudes to them. |

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| Teaching, curriculum and assessment  Under the direction of the headteacher, the deputy headteacher will: |
| * Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils, * Establish and sustain high-quality teaching across all subjects and phases, * Ensure teaching is underpinned by subject expertise, * Effectively use formative assessment to inform strategy and decisions, * Ensure the teaching of a broad, structured and coherent curriculum, * Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities, * Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum, * Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read, * Sustain a learning environment that is vibrant and stimulating. |

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| Additional and special educational needs (SEN) and disabilities  Under the direction of the headteacher, the deputy headteacher will: |
| * Ensure practices exist which enable all pupils to thrive through their access to the curriculum and all aspects of school life, * Have ambitious expectations for all pupils with SEN and disabilities, * Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate, * Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25). |

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| Organisational management and school improvement  Under the direction of the headteacher, the deputy headteacher will: |
| * Establish and sustain the school’s ethos and strategic direction together with the governing board and through consultation with the school community, * Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, * Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, * Support the process of effective and rigorous recruitment, deployment and management of staff, * Implementing systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice, * Manage staff well with due attention to workload, * Ensure rigorous approaches to identifying, managing and mitigating risk, * Allocate financial resources appropriately, efficiently and effectively, * Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context, * Make sure these school improvement strategies are effectively implemented, * Hold all staff to account for their professional conduct and practice. |

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| Professional development  Under the direction of the headteacher, the deputy headteacher will: |
| * Ensure staff have access to appropriate, high standard professional development opportunities, * Monitor the impact of CPD for the individual and the wider school community, * Keep up to date with developments in education, * Seek training and continuing professional development to meet needs. |

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| Governance, accountability and working in partnership  Under the direction of the headteacher, the deputy headteacher will: |
| * Understand and welcome the role of effective governance, including accepting responsibility, * Ensure that staff understand their professional responsibilities and are held to account, * Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties, * Work successfully with other schools and organisations, * Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils, * Work collaboratively with all of the school’s stakeholders. |

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| Other areas of responsibility |
| * To have class teacher responsibility for a maximum of 3 days/week (including PPA) * To take on the role of Deputy DSL * To undertake any professional duties, reasonably delegated by the Headteacher. |

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 postholder may be required to do other duties appropriate to the level of the role.