



St. Michael's Church of England Primary School Bamford Deputy Headteacher Job Description

We are looking for an inspirational teacher who will make an impact on outcomes for our children. We are prepared to tailor the position to ensure we find the right candidate who will enhance the effectiveness of our dedicated team.

Post: DEPUTY HEADTEACHER (Leadership Scale L7-11)

Responsible To: Headteacher

Purpose of Job: To form a partnership with the Headteacher and work with the Leadership Team in formulating the objectives for future development at St. Michael's, by establishing the policies through which they shall be achieved, leading staff and managing resources to achieve the aims and objectives of the school and monitoring progress towards their achievement, whilst promoting the positive team ethos and maintaining the outstanding features.

Key Responsibilities

- a. To work in partnership with the Headteacher
- b. Demonstrate high standards of personal integrity, loyalty, discretion and professionalism, to be able to motivate others and to have a sense of humour
- c. Play a major role in the day-to-day running of the school
- d. Deputise for the Headteacher in her absence
- e. Contribute to a positive ethos for learning
- f. Promote the values and achievements of the school to the community
- g. Provide high-quality collective worship opportunities and promote the Christian ethos
- h. Assist the Headteacher in the on-going review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of school provision, consistent with the procedures in the school self evaluation policy, and contribute to the preparation, implementation and evaluation of the School Improvement Plan
- i. Work with the Headteacher to engage with the whole school community including the Church
- j. Support the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders
- k. Work with the Headteacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits
- l. Undertake such reasonable activities as the Headteacher and Governors may, from time to time require

2. Learning and Teaching

- a. Provide an engaging, stimulating and creative curriculum, and work with the Senior Leadership Team and Headteacher to sustain high expectations and excellent practice in teaching and learning throughout the school, particularly in EYFS
- b. Uphold the school's principles and Christian values which underpin policy and good practice
- c. Encourage and facilitate staff working together to develop areas of provision that impact positively on learning and teaching across the school.
- d. Undertake aspects of the School Self Evaluation process.
- e. Actively undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self evaluation and peer review, and encourage and facilitate professional development for other staff in key areas.

- f. Promote good behaviour by eating with children at lunchtimes

3. Leading and managing staff and other resources

- a. Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including your own continual professional development
- b. Undertake annual Appraisals, setting and agreeing targets linked to school development plan priorities with the Headteacher and other Appraisers in the SLT
- c. Recognise responsibilities and celebrate successes
- d. In consultation with the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with school plans and the financial context i.e. PPA timetables, extra teaching staff and Teaching Assistants to meet need
- e. Assist with the appointment and induction of new staff and provide mentoring as necessary
- f. Work with the Headteacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation
- g. Work with the Headteacher to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment
- h. Oversee and evaluate the subject/area budget allocation to ensure the budget is spent in line with subject/area learning priorities and best value principles
- i. Monitor and control the use of resources and budget according to the school's agreed financial procedures

4. Leadership and accountability

- a. Work with the Headteacher to further refine the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes, particularly in EYFS
- b. Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on students learning
- c. Develop the whole staff by: undertaking coaching and mentoring; planning, organising and delivering staff meetings, where necessary bringing in outside speakers; and by keeping abreast of the latest developments
- d. Create, maintain and enhance effective relationships
- e. Support the Headteacher and Governors in annual budget planning and monitoring
- f. Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors and the DfE; ensuring that pupils enjoy and benefit from a high-quality education, and promote a collective responsibility within the whole school community
- g. Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and further develop
- h. Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities
- i. Reflect on your personal contribution to school achievements and take account of feedback from others.

Foremost, we want to find the right person to join our highly motivated, positive team.