



WHITEHILL PRIMARY SCHOOL

DEPUTY HEAD – JOB DESCRIPTION

The responsibilities of the post are those contained in the current School Teachers' Pay & Conditions documents and the Teachers' Standards.

Accountable to:

The Headteacher and to be able to deputise in his/her absence.

Main purpose:

- The Deputy Head must be a role model for all staff and in all areas of school life;
- To work in partnership with the Headteacher to provide professional leadership for the school;
- Assist the Headteacher in all aspects of the strategic development of the school;
- Be a pro-active member of the Senior Leadership team;
- Play a leading role in school improvement planning and self-evaluation;
- Ensure high quality teaching that facilitates rapid progress for children;
- Provide a positive environment for learning;
- Line manage, directly, some staff;
- Assist the Headteacher in the internal organisation, management and control of the school;
- Offering additional professional advice to the Local Governing Body and Trust;
- To undertake teaching responsibilities as required.

Specific Responsibilities:

To be negotiated with the successful candidate but to include:

- Curriculum development;
- Personal development, behaviour and welfare;
- The management of some resources;
- Building relationships with all internal and external stakeholders and help to create an outward facing school.



PERSONAL SPECIFICATION

Professional Skills and Knowledge

- Innovative and outstanding practitioner who will be able to develop learning and teaching across the school;
- Coach and mentor and inspire others towards excellence;
- Skills in accurate primary assessment and analysis of data;
- Skills in tackling difficult situations and conflict resolution;
- Skills to monitor and evaluate the practice of others;
- Understanding of School Improvement strategies and the OFSTED framework;
- Excellent behaviour management skills;
- Outstanding communication skills;
- Sense of humour.

Experience – to be able to show evidence of

- Being a qualified teacher;
- Having previous experience of working in a leadership role;
- Managing change effectively;
- Motivating individuals and groups of staff;
- Ensuring the commitment of a variety of stakeholders;
- A record of effective communication with all stakeholders.

Commitment

Demonstrate a commitment to:

- Promoting the vision and ethos of the school;
- Relating positively to all members of the school and wider community;
- Collaborations with other providers;
- Safeguarding and child protection.