

Shirley Infant School

Job Description

Post Title:	Deputy Headteacher
Salary:	Leadership Scale L5 – L9
Responsible to:	Head teacher

Terms and conditions

The terms and conditions detailed in the Hamwic Trust Pay Policy and unless varied by the Policy, the current 'School Teachers Pay and Conditions' document will apply. Any variation from these terms and conditions will be with the agreement of governors and the post holder."

Key responsibilities

- To establish a culture of teaching and learning that secures outstanding outcomes for pupils through shared strategic leadership with the Head teacher and the Director of Teaching and Learning.
- Contribute to the development of a long term shared vision and strategic plan to ensure it meets future needs and promotes successful development of the schools.
- Work with Governors, staff and other stakeholders to translate the vision into plans that motivate staff and pupils and engage the community.
- To promote high standards of achievement and behaviour through leading aspects of the day to day management of the school and organisation of staff and resources.
- To model high expectations and aspirations for the school with all staff groups and the wider community.
- To support staff development either individually or in a group as required eg mentor NQTs, train new staff to use assessment systems.
- To work in collaboration with the Deputy head teacher of the junior school
- To deputise for the Head teacher in their absence
- To assist the Head teacher in developing links with parents and the community

Specific responsibilities

Leading Teaching and Learning

To lead, develop and coach teachers, giving practical advice and guidance on all aspects of teaching and learning

- To champion innovation in teaching and learning
- To ensure a consistent high level of teaching across the schools and ensure support to those experiencing difficulties
- Motivate and work with others to create a culture and ethos of challenge and support where all children can achieve success and become engaged in their learning
- Work with the EHT and Heads of School to ensure high expectations of pupil progress and achievement across the curriculum
- Lead on the deployment of HLTAs and TAs for interventions; plan the interventions, quality assure and measure impact.
- Celebrate the achievements of individuals and teams

Assessment

- Ensure effective and consistent moderation within and across year groups
- To work with other JEP schools to organise moderation across the schools.
- Lead the organisation and administration of SATs with the Year 2 team.
- Train staff as necessary to use school assessment systems.

Disadvantaged pupils

- To take responsibility for tracking and analysing performance of disadvantaged pupils across the school and to raise attainment and progress of pupils to outstanding from starting points
- To maintain an overview of interventions for disadvantaged pupils for year group and school covering key aspects – attainment, enrichment and welfare.
- To liaise with Teaching and Learning Lead to ensure interventions and support is appropriate and effective for each disadvantaged pupil.
- To comply with legal requirements to publish Pupil Premium reports for the website including financial information and evidence of impact of interventions.
- To ensure effective use of Pupil Premium grant funding.
- Prepare and present reports for Governors, for example, detailing impact of provision for PP pupils
- To research initiatives for disadvantaged pupils and implement as appropriate – eg work on growth mindset, promotion of school ‘jobs’ with PP children.

Parent and community links

- To liaise with parents through the Parent Forum
- To be the point of contact for the PTA
- To develop curriculum workshops for parents

Work in collaboration with members of the Senior Leadership Team to;-

- Engage in regular, accurate school self-evaluation, develop and maintain school improvement plans and continually keep under review school policies and procedures
- Promote high standards of achievement and behaviour
- Work with the Head teacher and Director of Teaching and Learning to attract, recruit and retain high quality staff and to develop CPD opportunities
- Implement appraisal policies and procedures
- Work with Governors providing information, advice and support to enable them to meet their requirements
- Undertake any other specific leadership and management roles reasonably delegated by the Head teacher
- With the Head teacher take the lead in establishing outstanding behaviour in lessons and across the school, creating and implementing behaviour plans as appropriate for individual pupils.
- To promote and ensure positive culture and behaviour of lunchtimes, working in partnership with others
- Mentor and support HLTAs and TAs in their class cover roles, ensuring that teachers prepare appropriate for cover lessons.

Professional development

- To maintain and update own professional practice through study, research and training

This job description may be amended at any time following discussion between the Head of School and member of staff and will be reviewed annually.

Shirley Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.