



**Westcliff Primary Academy**

<b>Job Title:</b>	Deputy Headteacher
<b>Salary:</b>	Leadership scale 4-8 (Currently £45,434 - £50,151 per year full time)
<b>Responsible to:</b>	Headteacher and Executive Headteacher
<b>Date of Job Description:</b>	June 2020

**Purpose of the Role:**

- In conjunction with the Headteacher and the Senior Leadership Team, provide the vision and effective leadership and management that will enable the school to provide outstanding education for all pupils, ensuring consistently high expectations and outcomes.
- To be a member of the School Leadership Team and as Deputy Headteacher to work closely with the Headteacher and Executive Headteacher to make a significant contribution and impact to the strategic direction and development of the school.
- To be a high profile, visible leader and working as part of the Senior Leadership Team to ensure a purposeful, positive and disciplined culture and ethos, which ensures a safe and stable population with strong progress and attainment outcomes for pupils. Thereby, leading, motivating and enabling all staff to provide high-quality education for all pupils.
- Ensuring the key elements of progress and achievement, quality of teaching and learning, behaviour, safety and leadership are all of a very high standard.
- To provide the assessment of data from relevant sources to make a significant contribution to school self-evaluation and school improvement planning and inform the effective use of resources.
- Working in association with the Headteacher in overseeing staffing and resource management to ensure staff are effectively led and managed and the school is financially secure and operating within budget.
- To deputise for and represent the Headteacher as required e.g. in meetings etc.

**PTO for Main Tasks and Responsibilities**



## Main Tasks and Responsibilities:

### **Main Responsibilities**

To meet the requirements of a teacher as set out in the School Teacher Pay and Conditions Document and the Professional Standards for Teachers/Leaders and as Deputy Headteacher to:

- Have a major role in the leadership of the academy.
- Sustain an ethos of continuous drive to improve standards and achievement through a vibrant and creative curriculum.
- Be the strategic lead for whole school curriculum design, intent, implementation and impact.
- To be the Academy's Designated Safeguarding Lead and take lead responsibility for safeguarding and child protection, support staff to carry out their safeguarding duties and liaise closely with children's social care and other services.
- Responsible for the development and adherence to safeguarding legislation, policies and procedures to protect students.
- Inspire others to continue the academy's and their personal journey of excellence.
- Undertake such duties as are delegated by the Headteacher.

Play a major role under the overall direction of the Headteacher in formulating and reviewing the Academy Improvement Plan, aims and objectives of the school **by**:

- Establishing the policies through which they shall be achieved.
- Leading and managing staff and resources to that end.
- Monitoring progress towards their achievement.
- Identify challenges and expectations of leadership in designated areas of responsibility and take the lead in new developments to enable the school to meet changing needs.
- Initiate and manage change and improvement to develop the school and the staff.
- To support and hold to account specific middle and senior leaders through the school line management structure and report back to Headteacher/SLT on progress in these areas.
- To be a 'high profile and visible' leader by providing a presence around the school to ensure calm, orderly and effective learning is taking place in all areas.
- Update, and present to the Governing Body, in designated areas of responsibility as required.

### **Qualities and Knowledge**

- Support with the day-to-day management of the school.
- Communicate the school's vision and moral purpose compellingly and support strategic leadership, focusing on providing a world class education and empowering all pupils and staff to excel.
- Promote positive relationships and attitudes towards their pupils, staff, parents, governors and local community recognizing their individual worth and lead with the six FCAT core values of pride, integrity, excellence, respect, resilience and ambition.
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community, showing positive attitudes to them and promote a culture of inclusion within the school community where all views are valued and taken into account.
- To promote a positive image of the school.
- To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.
- To advise and assist the Academy Council as required in the exercising of its functions including attending meetings and making reports.
- To assist liaison and co-operation with external agencies and support services.
- To help in maintaining and developing effective communications and links with parents and



to provide positive responses to concerns and problems regarding their children's education.

- To assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Work with political and financial astuteness, translating policy into the school's context.
- Seek training and continuing professional development to meet own needs.

### ***Pupils and Staff***

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Ensure excellent teaching in the school, through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being. Ensure high quality provision for the academic, spiritual, moral, social, emotional and cultural well-being of all pupils and families. This may include training and development for staff.
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge and where all staff treat all people fairly, equitably and with dignity and respect.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- To be responsible for the line management and appraisal of specific middle and senior leaders, teaching or support staff.
- To participate in the recruitment and deployment of teaching and non-teaching staff in the academy.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures, working to embed the Team FCAT Work and Wellbeing Charter within the school.
- To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers and non-teachers in school.
- To contribute to staff development policies in relation to:
  - The induction of new and newly qualified teachers and other staff;
  - The provision of professional advice and support and the identification of training needs;
  - Students under training/work experience;
- To demonstrate effective leadership and liaison both within the Academy and with external parties;
- To maintain good relationships with individuals, groups and staff unions.

### ***Systems and Processes***

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principle of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behavior in school and in the wider community to promote our values.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Support strategic, curriculum-led financial planning to ensure effective use and deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.



- Support distribution of leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- The management of resources.
- To be responsible for the deployment of the appropriate financial resources.
- To contribute to the formulation of the school's policies and procedures concerning resource management.
- To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- To promote an attractive environment which stimulates learning and enhances the appearance of the school.
- To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- To maintain effective working relationships with external agencies and services contracted to the school.

### ***The self-improving school system***

- Create an outward-facing school which works with other schools (within and outside of FCAT) and organisations, in a climate of mutual challenge, where each pupil is championed to ensure they secure their unique potential and excellent outcomes.
- Support the SLT with monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations and analysis of data to ensure quality and consistency.
- Support the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative curriculum for all pupils.
- Develop effective relationships with fellow professionals and colleagues to improve academic, spiritual, moral, social, emotional and cultural outcomes for all pupils.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- In the best interests of achieving excellence, harness the findings of well evidenced research to frame self-regulating and self-improving schools.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

### ***General Duties***

- To act in accordance with the academy and FCAT's Policies and Procedures and as senior leader to exemplar actions and ensure staff within the school are working in line with these policies and procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to FCAT's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for your own and other people's health and safety in line with school and FCAT policies and procedures.
- To actively participate in Continuous Professional Development