

DEPUTY HEADTEACHER APPLICATION PACK

*Rush Common Primary School
Hendred Way, Abingdon, Oxon, OX14 2AW*

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Headteacher Mrs Jacquie Stevenson

*Closing date: 22 February 2018
Interview date: 2 March 2018*

RUSH COMMON SCHOOL

JOB DESCRIPTION

POST: Deputy Headteacher
Head of Teaching, Learning and Development

GRADE: Leadership spine 10-14

RESPONSIBLE TO: Headteacher

1. JOB PURPOSE

As a key member of the senior leadership team the post holder will work alongside the Headteacher to ensure the effective management of the school and to successfully implement the school improvement priorities, to ensure the continued success and development of the School, with a particular focus on Teaching and Learning. They will act as a role model to other staff demonstrating the highest quality of teaching and leadership and setting high expectations for pupils and colleagues alike

As deputy head the post holder will be expected to take full responsibility for the school in the event of the Headteacher's absence

To act as a Deputy Designated Safeguarding Lead

As a leader within the Abingdon learning Trust the post holder will also support the development of the wider Trust

2. ORGANISATIONAL STRUCTURE

Responsible to the Headteacher as per staffing structure

3. KEY RESPONSIBILITIES

Leadership

- To support the Headteacher in:
 - Demonstrating and promoting the Vision and Values of the school in everyday work and practice
 - Ensuring the Vision is clearly articulated, shared and understood by all
 - Motivating and working with others to continue to develop a shared culture which is positive and supportive
- Raise standards throughout the school by developing, implementing and monitoring a child led/initiated curriculum that meets the needs of the school

community, takes into account national requirements and provides a stimulating, vibrant learning environment, where children can achieve high standards and develop skills for future success.

- To share and support the responsibility for the well-being, education and discipline of all children and uphold the school's principles and policies
- To work with colleagues to evaluate the effectiveness of our provision and lead the development of areas which will positively impact on teaching and learning across the school.
- To provide regular, honest, constructive and developmental feedback to colleagues, recognising good practice and addressing issues in order to improve outcomes for pupils and develop staff
- Plan organise and deliver staff meetings, organise external speakers and ensure staff are kept up to date with the latest educational developments
- Create, maintain and enhance effective relationships with all stakeholders
- Identify, pilot and integrate initiatives that ensure the school remains leading edge and is recognised for its excellence
- Ensure continuity of provision and high standards of teaching and learning.
- Ensure the effective recruitment, development, monitoring and motivation of all teaching staff.
- Develop collaborative work between identified schools and other educational settings, services and agencies.
- Identify and initiate high quality support and programmes of activity and/or staff CPD to drive effective curriculum delivery, raise standards of teaching and learning, meet the needs of both school and individual.
- Generate, publish and monitor a timetable of non-contact time for school staff.
- Manage lesson cover in line with national guidelines and within budget. Monitor to ensure that lesson cover does not have a negative impact on pupils and/or usual classroom teacher.
- To take an active role in the School Self Evaluation process
- To undertake annual Performance Management/appraisal meetings, setting and agreeing targets linked to the school development plan
- To undertake any professional duties, reasonably delegated by the Headteacher.

- Lead and manage colleagues to ensure that:
 - ❖ Standards of teaching and learning continue to improve year on year
 - ❖ Achievement by the end of year 6 rises to be significantly above national averages and is sustained
 - ❖ By the end of Year 6, pupils have made either good or better progress from starting points, and there is minimal variance between different groups of pupils
 - ❖ Quality and provision is consistently good and with elements recognised as 'outstanding' both internally and externally
 - ❖ The curriculum is leading edge and learning is child initiated and led
 - ❖ A collaborative learning culture continues to develop within school and opportunities to actively engage with other schools are sought.
- Lead a core subject
- Jointly lead on assessment and data and review and develop and refine strategies with colleagues
- Lead the preparation of the school and curriculum diary each year.
- Play a lead role in the School Improvement and School Evaluation Process.
- Contribute to self-evaluation and CPD provision when required.
- Meet regularly with identified external groups for information exchange, implementation planning and identifying other possible projects.
- Understand the financial model for the school and associated income generating activities and contribute to discussions related to expenditure where requested.
- Provide briefings and reports to the Headteacher, staff, Directors, Governors and committees as required.

Learning and development

- Support and monitor all teaching staff effectively and ensure people are treated fairly and with respect.
- Provide appropriate induction and support to all new staff based at the school, including a mentoring/coaching system when appropriate.
- Carry out regular, effective and supportive performance management appraisals with direct reports in line with the school's appraisal policy. Provide an appropriate response to staff performance issues.
- Deputise for the Headteacher as required and work in partnership with them to manage strategic planning and formulation of policy and delivery of strategy, ensuring that management decisions are implemented.

- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary and capability
- Ensure the day to day effective organisation and running of the school including the deployment of staff as appropriate.
- Be committed to your own professional development
- Acknowledge and celebrate the achievements of individuals and teams

Abingdon Learning Trust

- To support the development and management of the Abingdon Learning Trust by leading, at Trust Level, initiative and projects as appropriate.
- To provide appropriate support to others schools within the Multi-academy Trust to support the continual improvement of all schools within the Trust
- To contribute to the promotion of the ALT in all professional external interactions, developing constructive relationships with staff in other schools within the Abingdon Partnership and beyond.
- Work with other senior leaders within the school and the Trust to identify and implement opportunities to develop the ALT

4. JOB CONTEXT

The jobholder reports to the Headteacher. He/she will be empowered to make and take decisions related to his/her accountabilities and responsibilities. Whilst there will be freedom to act he/she should operate within the parameters as agreed by Headteacher and Board of Directors.

5. MOBILITY CLAUSE

Your contract of employment is directly with The Abingdon Learning Trust Multi Academy Trust. Your main place of work will be Rush Common School but you may be deployed to work at any school within The Abingdon Learning Trust Multi Academy Trust ("the Trust) and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance

6. Key Relationships

To include:

- Headteacher
- Staff
- Pupils
- Directors/Trustees
- Governors

- Senior Leadership within other schools
- Senior advisers and other staff within Oxfordshire and other LAs, as well as other primary academies
- Personnel from DfE, OFSTED and other agencies as required
- Personnel from commercial organisations linked either to or in partnership with the school.

This Job Description does not form part of your contract of employment and is intended as an outline of duties and responsibilities. The postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager. This job description may be reviewed from time to time and amended to reflect the changing needs of the Organisation. Any such changes will be discussed with the postholder.

Status of this Job Description:

This Job Description is provided as guidance regarding the Academy's professional expectations of you in accordance with your contract of employment.

This Job Description is not your contract of employment and cannot in anyway remove your statutory rights.

This job description will be reviewed at least annually as part of the Appraisal process.

Signed: (employee):

Signed: (on behalf of the Academy):

Date:

7. KNOWLEDGE SKILLS AND EXPERIENCE

PERSON SPECIFICATION

A- Application

R- Reference

AP – Assessment Process (including interview)

	Essential Criteria - candidates will only be shortlisted if they meet all these criteria	How identified	Desirable Criteria	How identified
Qualifications	<ul style="list-style-type: none"> Qualified Teacher status 	A	<ul style="list-style-type: none"> Other educational / professional qualifications/ evidence of professional development 	A
	<ul style="list-style-type: none"> Honours Degree or equivalent 	A	<ul style="list-style-type: none"> Commitment to professional development for self e.g. willingness to undertake NPQH or other professional qualifications 	A
	PGCE		<ul style="list-style-type: none"> Non-educational qualifications e.g. sport, music, first aid 	A
Knowledge and Experience	<ul style="list-style-type: none"> Significant successful experience teaching across the primary phase Experience of working in more than one primary school Currently working within a senior leadership position Ability to communicate effectively both orally and in writing to a wide range of audiences Resilience when overcoming challenges or setbacks 	A, AP	<ul style="list-style-type: none"> Awareness of the additional opportunities and challenges of Academy status Experience of leading in KS1/EYFS Experience of leading in more than one primary school 	A, AP
	<ul style="list-style-type: none"> Evidence of providing excellent provision for all pupils and achieving high standards of progress, including children with Special Educational Needs, children who receive Pupil Premium funding and more able pupils 	A, AP, R	<ul style="list-style-type: none"> Experience of working with a school governing body and parent community 	A
	<ul style="list-style-type: none"> Evidence and experience of leading in one or more schools, including leading on whole school or large scale initiatives 	A, AP	<ul style="list-style-type: none"> Experience in leading an aspect of non-curricular development e.g. School Parliament, International School award etc. Evidence of contributing to the wider life of the school 	A, AP, R
	<ul style="list-style-type: none"> Experience of leading a core subject and delivering curriculum change and innovation with measured impact 	A, AP, R		
	<ul style="list-style-type: none"> Knowledge of assessment and data tracking 			
	<ul style="list-style-type: none"> Proven ability in leading and working with staff teams to develop curriculum areas and measure impact. 		<ul style="list-style-type: none"> Experience of leading and supporting CPD e.g in-school programmes 	A

• Experience of / involvement in whole-school self-evaluation and school improvement processes	A AP	• Experience of successfully preparing children for statutory assessments.	A AP
• Experience of policy development and review	A	• Involvement in staff recruitment and selection	A
• Experience as a Senior Leadership team member	A, R		
• Experience of coaching/mentoring/performance management/supporting Colleagues/leading staff meetings	A, R	• Experience of timetabling	A

	Essential	How identified	Desirable	How identified
Professional Skills	• Excellent teacher	A, AP, R	• Experience in working with other partners Secondary/ pre-school/ extended services /ITT provider	A
	• Ability to work cooperatively and collaboratively as a leader and member of a team	A, AP, R		
	• Proven ability to implement strategies for raising pupil achievement including monitoring and evaluation of the work of others	A, AP, R	• Experience /training in Safeguarding procedures including Child Protection, risk assessment, safer recruitment etc.	A
			• Experience in managing staff – both teaching and non-teaching e.g. TAs, Class teachers and lunchtime supervisors	A
	• Excellent people skills – motivating, nurturing supporting and challenging children and adults to achieve their best	A, AP, R	• Knowledge of ASP/Data management	A
	• Excellent ICT skills for teaching, learning and management	A, AP		
	• Confidence, clarity and decisiveness in making and carrying out decisions	A, AP		
Professional Ethos and Commitment	• High expectations for self and others and a strong commitment to raising achievements	A, AP	• Willingness to be involved in extra-curricular activities	A
	• Commitment to promote partnerships with parents/carers and the wider community	A		
	• High expectations of pupil behaviour and strategies to meet the personalised learning and emotional needs of every child	A, AP		
Personal Qualities	• Approachable with excellent interpersonal skills	AP, R		
	• High standards of presentation	AP, R		
	• Ability to promote and develop positive relationships within and beyond the school	A, AP		
	• Ability to set and work to deadlines	A, AP		
	• Resilient. Having the ability to remain positive and retain your sense of humour!	A, AP		
	• Proven track record of achieving targets - tenaciously ensuring projects are seen through to completion	A, AP, R		
	Ability to be innovative and think strategically			
Flexible and adaptable				