



Aloeric Primary School

Deputy Headteacher

Job Description

This is an important post requiring an outstanding teacher of high calibre. We are looking for someone with a commitment to the aims of high-quality primary education. The successful candidate must have the ability to support the Head of School and Executive Headteacher in all aspects of the management of the school and to make a significant contribution through their leadership to the development of Aloeric Primary in their own right.

The post holder, in addition to the requirements of a 0.4 teaching commitment, will be required to undertake the following areas of responsibility and key tasks

Duties and responsibilities

1. **Whole school development**

- 1.1 Support the vision, ethos and policies of the school and promote high levels of achievement.
- 1.2 Support the creation and implementation of the school development plan.
- 1.3 Support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance.
- 1.4 Ensure that parents/carers are well informed about the school Curriculum, its targets, children's attainment and their part in the process of improvement.
- 1.5 Deputise in the absence of the Head of School.

2. **The Curriculum**

- 2.1 Develop a classroom environment and teaching practice which secures highly effective learning and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display.
- 2.2 Work alongside and support subject leaders to develop their subject leadership skills along with developing a creative and cohesive whole school curriculum.
- 2.3 Take responsibility for the development and monitoring of data and assessment across the school.

3. **Staff Development**

- 3.1 Support in the recruitment selection, induction and development of staff members, both teaching and support staff, including appraisals.
- 3.2 Work in a collaborative manner with colleagues.
- 3.3 Further own professional development, for example, by attending relevant courses and conferences.
- 3.4 Support the Head of School in monitoring of the quality of teaching and learning by undertaking lesson observations, monitoring plans and children's work and providing feedback, targets, advice and support.
- 3.5 Support the development and deployment of MDSAs.
- 3.6 Ensure that the well-being of staff members is reflected in both the school's policies and procedures.

4. **Resource Management**

- 4.1 Help to create and maintain an attractive, effective and exciting environment for learning.

4.2 Carry out any other duties as requested by the Head in compliance with the current School Teachers' Pay and Conditions document.

5. Supporting Pupils Vulnerable to Underachievement

5.1 Ensure the needs of all children are met within the SEN Policy and Guidelines and as such, promote equal opportunities.

5.2 Advise, assist staff as necessary and appropriate with regards to special needs issues.

5.3 Monitor and track the progress of Disadvantaged learners across the school.

5.4 Manage the budget allocated to Pupil Premium publishing information on the school's website for public scrutiny.

5.5 Oversee the work of the SENCO and Inclusion Team's support staff.

5.6 Track the performance, of pupils vulnerable to underperformance, working alongside leaders and staff to ensure gaps are closed.

6. Safeguarding

6.1 To be the Deputy Designated Child Protection Officer in order to safeguard and protect the children and staff of Aloeric Primary School.

6.2 To deliver safeguarding training, update and implement policies and procedures and share learning, as appropriate with staff, volunteers and other adults involved in the organisation.

Signature:

Date:

Signature:

Date:

Pickwick Academy Trust



Aloeric Primary School

Deputy Headteacher

Person Specification

It is essential that every member of staff at Aloeric Primary School recognises that it is their responsibility to safeguard and promote the welfare of children in our care. In order to achieve this aim the following person specification has been compiled to ensure that candidates are fully aware of the knowledge, skills and aptitudes the Governing Body are seeking when appointing a new Deputy Headteacher.

1. Educational achievements, qualifications and training

Candidates should have

- * Qualified teacher status
- * Appropriate management training.
- * Evidence of continuing professional development

2. Experience

Candidates should have

- Primary School teaching across the different age groups
- Current experience of curricular leadership and development
- Experience of successful management
- Experience of involvement in school development, policy planning and evaluation
- Experience of implementing equal opportunities policies and practice
- Experience of appraisal/performance management
- Experience of leading staff training and development
- Experience of budget management
- Experience of working with children with special educational needs

- Experience in analysing data at a school and National level
- Experience of managing school assessment systems

3 **Job related knowledge, aptitude and skills**

- Outstanding knowledge of primary practice
- Sound knowledge of current issues, developments and legislation
- Ability to establish effective working relationships with all members of the school community
- Knowledge of effective methods of staff development
- Skills in resource management
- Ability to communicate effectively, both orally and in writing, with individuals and groups
- Ability to determine priorities and manage time effectively
- Ability to lead and inspire a team
- Knowledge and experience of supporting different groups of learners including Disadvantaged learners

4 **Personal qualities**

Candidates should have

- * The potential for innovative educational leadership
- * The ability to work independently and as part of a team
- * The ability to manage, organise and motivate all staff with diplomacy, sensitivity and humour
- * Flexibility, initiative and the capacity to maintain a positive attitude
- * A commitment to personal and professional development

If you are shortlisted for this position the interviewing panel will be asking you questions based on the job description and person specification in order to ascertain your suitability for the post. The interview panel will also explore issues relating to safeguarding and promoting the welfare of children including:

- Your motivation to work with children
- Your ability to form and maintain appropriate relationships and personal boundaries with children

- Emotional resilience in working with children with a range of difficulties

We will also be seeking references before your interview; any relevant issues that are raised by your referee will be taken up during the interview.

Please note this job requires a high level of mobility, communication and visual skills.