**PERSON AND JOB SPECIFICATION**

**Deputy Headteacher**

Salary Range: L3-7

Contract Type: Permanent, full time

Teaching Commitment: 0.7 FTE (three afternoons out of class)

Reporting to: The Headteacher

**The Deputy Headteacher will:**

* Support the Headteacher and assist them in leading and managing the school.
* Undertake the normal responsibilities of a teacher.
* Be an active member of the Senior Leadership Team.
* In conjunction with the Headteacher play a major role in formulating and reviewing the School Plan and the 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.
* Undertake such duties as are delegated by the Headteacher
* Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
* Serve in the best interests of the school’s pupils
* Assume the duties of the Head teacher in their absence.

School culture and behaviour

Under the direction of the headteacher, the deputy headteacher will:

* Create a culture where pupils experience a positive and enriching school life
* Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism
* Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
* Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy

## Teaching and Learning

The Deputy Headteacher will work with the Headteacher and Governing Body to create and maintain an environment that promotes and secures excellent teaching, effective learning, high standards of achievement and progress, and very good behaviour and discipline. This will include:

* Establishing and sustaining high-quality teaching across all subjects and phases
* Ensuring teaching is underpinned by subject expertise
* Effectively using formative assessment to inform strategy and decisions
* Ensuring the teaching of a broad, structured and coherent curriculum
* Establishing curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
* Using valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum

**Teacher responsibilities**

* Carry out duties of a school teacher as set out in the most recent School Teachers’ Pay and Conditions Document and the Bledlow Ridge School Class Teacher Job Description.

**The internal organisation, management and control of the school:**

Contribute to:

* Maintaining and developing the ethos, values and overall purposes of the school
* Formulating the aims and objectives of the school and policies for their implementation
* Planning improvement which will translate school aims and policies into actions
* The efficient organisation, management and supervision of school routines.
* Ensure rigorous approaches to identifying, managing and mitigating risk
* Allocate financial resources appropriately, efficiently and effectively
* Identify problems and barriers to the school’s effectiveness and develop strategies for school improvement that realistic timely and suited to the school’s context.

**Curriculum Development**

* Take responsibility for curriculum provision through the school, with the headteacher.
* Be Subject Leader for more than one subject, as required.
* Contribute to:
  + The development, organisation and implementation of the school’s curriculum
  + School policies on curriculum, teaching and learning, assessment, recording and reporting
  + Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents and to aid Governors in their management of the school
  + Ensuring that the individual pupil’s continuity of learning and effective progression of achievement are provided

**Pupil Care**

Contribute to:

* + The development, organisation and implementation of the school’s policy for the personal and social development of pupils including pastoral care and guidance
  + The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour.

# Leading and managing staff

* Working in partnership with the Headteacher, lead, motivate, support, challenge and develop staff to secure improvement.

**The management of staff**

* Be responsible for the line management and appraisal of teaching and support assistants and midday supervisors.
* Participate in the recruitment and professional development of teaching and non-teaching staff of the school.
* Contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
* Provide professional advice and support to colleagues and the identification of training needs.
* Ensure the efficient working of routines, rotas and supervision duties.

**Relationships**

* Foster positive relationships across the school community.
* Advise and assist the Governing Body as a staff governor, including attending meetings of the Curriculum Sub Committee and/or Health and Safety Sub Committee and making reports.
* Help in maintaining and developing effective communications and links with parents and provide positive responses to concerns and problems regarding their children’s education and well-being.
* Develop and maintain positive links and relationships with the community

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|  | Essential | Desirable |
| Education and Training | Recognised QTS & 4 years minimum experience  Evidence of commitment to own professional development | Leadership/Management training/experience |
| Relevant Experience | Knowledge and experience of teaching  Excellent classroom teacher with a proven commitment to improving the quality of children’s learning  Evidence of providing excellent provision for pupils of all ability levels and achieving high standards of pupil attainment and progress  Evidence of successful subject leadership in one or more curriculum areas  Knowledge and experience of School Development Planning and Curriculum Planning  Evidence of liaising collaboratively with colleagues  Experience of managing challenging behaviour  Experience of monitoring teaching and learning  Understanding the importance of using data to raise standards | Experience in one or more schools and phases  Evidence of participation in and development of extra-curricular activities  Experience of leadership and management of a team of teachers and/or support staff  Experience of coaching/mentoring/ performance management/supporting colleagues  Proven ability in leading staff team/curriculum development and measuring progress  Experience as a member of a Senior Leadership Team  Experience as a highly effective Subject Leader in a core subject area. |
| Skills and Aptitudes | Commitment to safeguarding and promoting the welfare of children, and to the caring ethos of the school.  Strong focus on children’s learning.  Approachable with excellent interpersonal skills – motivating, nurturing and challenging children and adults to achieve their best  Ability to enthuse and lead a team with sensitivity and energy, and to work as part of effective teams.  Ability to manage the implementation of change sensitively  Proven ability to implement strategies for raising pupil achievement including monitoring and evaluation of the work of others.  Relevant ICT skills for teaching and management.  Confidence, clarity and decisiveness in making and carrying out decisions.  Good reasoning powers and good judgement in a variety of situations.  High level of written and oral communication skills.  Sense of humour.  Stamina. | Experience of effective working with governors and/or PTAs  Ability to motivate and communicate effectively with a wide range of stakeholders.  Ability to foster links with local community and with other schools and partners.  Experience in managing non-teaching staff e.g., TAs, midday supervisors.  Knowledge and understanding of school-based management systems e.g. SIMS. |

**Safeguarding Statement**

At Bledlow Ridge School the health, safety and well-being of every child is our top priority. We expect all staff, governors and volunteers to share this commitment to safeguarding our pupils.

We listen to our pupils and take seriously what they tell us. All school staff are trained in Child Protection, and children are made aware of the adults they can talk to if they have any concerns. Staff are trained to look out for signs of physical/emotional harm or neglect and are required to report these to the Designated Safeguarding Lead (DSL). The procedures which we follow have been laid down by the Buckinghamshire Area Safeguarding Team and the school has adopted a Child Protection Policy in line with this, for the safety of all.

**Health and Safety Responsibilities of all staff**

All staff employed at Bledlow Ridge School have responsibility to:

take reasonable care for the health and safety of themselves and others when undertaking their work; checking classrooms/work areas and equipment are safe before use; ensuring safe working procedures are followed; co-operating with the LA, school governors and Headteacher on all matters relating to health and safety by complying with the health and safety policy; not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare; reporting immediately to the Headteacher any serious or immediate danger; reporting to the Headteacher any shortcomings in the arrangements for health and safety; ensuring that they only use equipment or machinery which they are competent to use or have been trained to use; participating in health and safety inspections and the health and safety committee where appropriate.