



COOPERS LANE SCHOOL DEPUTY HEAD TEACHER JOB DESCRIPTION



Reporting to: Head Teacher
Disclosure Level: Enhanced

Purpose of Job:

Strategic Direction and Development

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document including the conditions of employment for Head Teacher* [L] [SEP]
- Under the overall direction of the Head Teacher, play a lead role in:
 - formulating the aims and objectives of the school and establishing the policies through which they are to be achieved [L] [SEP]
 - raising pupil attainment [L] [SEP]
 - proactively managing staff and resources [L] [SEP]
- Take full responsibility for the school in the absence of the Head Teacher
- Take full responsibility for the co-ordination of all aspects of Curriculum (or other specific area designated by the Head teacher) throughout the school [L] [SEP]
- Carry out the professional duties of a teacher as required [L] [SEP]
- Take responsibility for promoting and safeguarding the welfare of children and young [L] [SEP] people within the school [L] [SEP]
- Lead by example in all aspects of school life

Main Duties & Responsibilities

- In partnership with the Head Teacher and governors, establish and implement an ambitious vision and ethos for the future of the school [L] [SEP]
- Act as a “sounding board” and “critical friend” to the Head Teacher; always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Head Teacher and Governing Body. [L] [SEP]
- Play a leading role in the school improvement and school self-evaluation planning process [L] [SEP]
- In partnership with the Head Teacher, manage school resources [L] [SEP]
- Devise, implement and monitor action plans and policies [L] [SEP]
- Take a strategic role in the future development of the school.

Leading Teaching and Learning

- Working with the Head Teacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school through staff performance management [L] [SEP]
- Monitor, evaluate and challenge the quality of teaching and learning taking place throughout the school, including data analysis, book looks and lesson observations to ensure consistency and quality [L] [SEP]
- Contribute to the professional development and support for staff ensuring impact and holding to account where necessary [L] [SEP]
- Work with the Head Teacher and Curriculum leaders in the continued development of an exciting and engaging curriculum [L] [SEP]



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- Contribute to the robust evaluation of school performance, progress data and actions to ensure continued high level of school performance against national standards [L] [SEP]

Developing Self and Others [L] [SEP]

- Ensure, through leading by example, the active involvement of pupils and staff in their own learning [L] [SEP]
- Support the development of collaborative approaches to learning within the school and beyond [L] [SEP]
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Head Teacher [L] [SEP]
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn [L] [SEP]
- Work with the Head Teacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and appraisal

Managing the Organisation [L] [SEP]

- Work with the Head Teacher to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development [L] [SEP]
- To be an appraisal team leader [L] [SEP]
- Ensure the effective dissemination of information and on-going improvements to [L] [SEP] systems of internal communication [L] [SEP]
- Ensure a consistent approach to standards of behaviour, attendance and punctuality [L] [SEP] are implemented across the school [L] [SEP]
- Ensure the day-to-day effective organisation and running of the school including the [L] [SEP] deployment of staff as appropriate [L] [SEP]
- Promote and protect the health, safety and welfare of pupils and staff [L] [SEP]

Securing Accountability

- Support the Head Teacher in reporting the school's performance to its governors, community and partners [L] [SEP]
- Attend all governors meetings as required

Strengthening Community [L] [SEP]

- Promote the positive involvement of parents/carers in school life [L] [SEP]
- Organise and conduct meetings where appropriate with parents and carers to ensure [L] [SEP] positive outcomes for all parties [L] [SEP]
- Strengthen partnership and community working [L] [SEP]
- Promote positive relationships and work with colleagues in other schools and [L] [SEP] external agencies [L] [SEP]

Specific Area Of Responsibility [L] [SEP]

- Stay up to date with all relevant guidance and ensure it is disseminated and implemented [L] [SEP]



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- Develop a vision for an innovative curriculum, meeting all statutory requirements.
- Take a proactive role in the drafting of the SDP and the development of middle/curriculum leaders, holding them to account and reporting to the Governing Body
- Put in place effective assessment systems, meeting all statutory requirements, to ensure all relevant stakeholders have accessible information so that children can be identified, challenged and supported to maximise their potential.
- Oversee the organisation and administration of all statutory assessments
- Ensure staff and the wider school community understand school assessment systems.
- Undertake aspects of statistical analysis of pupil groups, progress data and target setting, reporting to relevant stakeholder.
- Regularly update the schools SEF using current data

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown, but in consultation, may be changed by the Management to reflect the changing needs of the school which are commensurate with the salary and job title April 2019.



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Coopers Lane School
Deputy Head **Person Specification**
Reporting to: Head Teacher
Disclosure Level: Enhanced

Notes to Candidates:

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advertisement and will also be used in the short listing and interviewing process for the post.

Those categories marked 'S' will be used especially for the purposes of short listing. Only those applicants who meet these requirements will be short-listed.

Education & Qualifications	<ul style="list-style-type: none"> • Education to degree level [L] [SEP] • DfE qualified teacher status [L] [SEP] • Evidence of further academic and/or professional [L] [SEP] qualification and/or study [L] [SEP] 	S S
Experience	<ul style="list-style-type: none"> • At least 5 years teaching experience across the primary age range recognised as consistently good and outstanding [L] [SEP] • Recent experience of working successfully as a senior leader in a school. [L] [SEP] • Evidence of major whole school responsibilities and experience of turning policy into effective and successful practice. [L] [SEP] • Leadership of a significant area or phase or aspect including responsibility for raising standards across the whole school. [L] [SEP] • Successfully managing people and resources [L] [SEP] • Working successfully in partnership with parents and the [L] [SEP] wider community. 	S S S S
Knowledge & Understanding	<ul style="list-style-type: none"> • A clear understanding of the essential qualities necessary for effective teaching and learning. [L] [SEP] • Strategies for school improvement and raising standards of achievement [L] [SEP] • Up to date knowledge of statutory regulations and guidance relating to the post and an understanding of their implications to a primary school. [L] [SEP] • High expectations of pupils in terms of educational outcomes and their behaviour [L] [SEP] • Understanding of appropriate strategies for managing pupils' behaviour 	S S S
Skills & Abilities	<p>Can demonstrate the ability to: [L] [SEP]</p> <ul style="list-style-type: none"> • Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement. 	S



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	<ul style="list-style-type: none"> Develop and review whole school systems to ensure robust evaluation of school performance and actions to secure improvements. Develop the quality of teaching in others Lead and manage school team/s to successfully achieve agreed goals holding to account where necessary Be an effective team player who works collaboratively and effectively with others. Communicate successfully with a range of external agencies (verbal, written, using ICT as appropriate). Support, motivate and inspire both colleagues and pupils by leading through example. Contribute effectively to the work of the Head Teacher and senior leadership team. Deal successfully with difficult situations that may include tackling conflict resolution. Take decisions whilst working under pressure. 	<p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p>
<p>Self-Management / Personal Qualities</p>	<ul style="list-style-type: none"> Plan, organise and prioritise workload. Highly motivated and committed. Use own initiative, set realistic goals, work towards them and monitor progress. Cope with the pressures of a demanding management position 	<p>S</p> <p>S</p>
<p>Commitments</p>	<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> equalities promoting the school's vision and ethos high quality, stimulating learning environment relating positively to and showing respect for all members of the school and wider community safeguarding and child protection 	<p>S</p> <p>S</p> <p>S</p> <p>S</p>