

Hardwick and Cambourne Community Primary School
Job Description for Deputy Headteacher

Status of post: Senior post within the school's staffing structure.

Job Purpose:

- Work in conjunction with the Headteacher in the overall leadership and development of the school and in the management of all pupils across both campuses.
- Play a strategic role, in collaboration with the headteacher and governors, in shaping the education provided across the whole school.
- Have responsibility for leading and managing the day-to-day operation of both campuses in the absence of the headteacher.
- Have a small teaching commitment and to be a leading professional, actively promoting effective teaching and learning practices across the school.
- Take a leading role in the monitoring of teaching and learning, managing the performance of staff, evaluation of standards across the school and in providing effective self-evaluation.
- Interact with and lead colleagues on a professional level in order to promote a mutual understanding of the school's well-established vision and values.

Reporting: The post holder is responsible and accountable to the Headteacher in all matters.

Main Expectations of the role

1. Shaping the Future

- Work with the headteacher in promoting and developing a vision for the future of the school, demonstrating inspirational leadership and creativity.
- Act as a member of the strategic leadership team to drive forward new ideas and strategic school development.
- Assist the headteacher and SLT in developing and monitoring an ambitious school development plan that strives to reach our vision.
- Promote and demonstrate the value of the school in all aspects of their work.
- Play a significant role in the school self-evaluation cycle, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility.
- Use school and local data, inspection reports, and research findings as a benchmark for school improvement.
- Develop and enhance a culture of teamwork, in which views of members of the school community are valued and taken into account.
- Attend meetings of the full governing body, and occasionally with governors as needed for effective evaluation of the school's development-
- Keep abreast of key local and national initiatives and developments to ensure that these inform strategic decisions.
- Promote and safeguard the welfare and wellbeing of all children.
- Secure the commitment of parents and the wider community to the vision and direction of the school.

2. Leading Learning and Teaching

- Maintain a high profile as an example of best and leading practice within the classroom and foster the high expectations to which the school aspires.
- Actively include pupil voice to further enhance pupil learning opportunities and personal development.
- Implement strategies to promote high standards of behaviour.
- Ensure that effective, appropriate pastoral support is available to all pupils.
- Seek to enhance the broad and rich curriculum that meets the needs of the range of pupils in the school.
- Strive to overcome disadvantage for pupils and advance equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Share responsibility with the Headteacher for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted.
- Coach and develop staff to maximise impact on effective teaching and learning.
- Through liaison and guidance, work closely with staff to ensure the best learning opportunities for children.
- Monitor and evaluate outcomes achieved from classroom practice.

3. Developing self and managing others

- Maintain, support and implement the school ethos, in which every individual is treated with dignity and respect.

- Promote safeguarding to ensure the welfare of children and young people is paramount.
- Make a distinctive contribution to the wider school team and the continued development of the school.
- Contribute to the development of collaborative approaches to learning within the school and Network CB²³.
- Monitor the effectiveness of colleagues' teaching and wider professional impact and report the evaluation to the headteacher.
- Have regard for their own well-being and that of others, managing workload to promote a healthy work-life balance and encouraging others to do likewise.
- Lead, manage and organise meetings and INSET provision as appropriate in support of the school's aims.
- Manage conflict effectively, seeking positive outcomes.
- Set high expectations for personal performance and that of others.
- Engage in relevant professional development activity as necessary, seeking opportunities to develop leadership capacity within the school.
- Co-ordinate CPD, with responsibility for staff development throughout the school, including evaluating impact and liaising with the headteacher to manage the staff development budget.

4. Managing the organisation

- Manage the day-to-day activities of the school to ensure the school meets statutory requirements in a highly effective and efficient manner when the headteacher is absent.
- Have a highly visible presence in the school in order to support the maintenance of a positive school ethos.
- Develop action plans in specified areas of responsibility, in order to bring about improvements.
- Ensure that equal opportunities for pupils and staff are effectively promoted.
- Work with the headteacher to set appropriate priorities for curriculum and staff development expenditure, allocate funds and ensure effective administration and control of curriculum and year group budgets.
- Be responsible for overseeing staff duties, timetables, rotas and schedules and ensuring up-to-date information is communicated effectively to all staff.
- Participate in the recruitment and deployment of teaching and support staff, following safer recruitment practices.
- Ensure that supply cover is organised effectively and efficiently.
- Have a working knowledge of budget management and control, in order to support the headteacher and governors in developing and running an effective budget that delivers good value for money.
- Act as a designated person for safeguarding.
- Recognise that the duties of the post may vary from time to time without changing the general character of the post or level of responsibility entailed.

5. Securing Accountability

- Work alongside the headteacher to secure improvement through appraisal, taking responsibility for the appraisal of identified staff.
- Work alongside the headteacher using a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; and use this information to implement an appropriate curriculum and intervention programmes, and identify priorities for the school development plan.
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.
- Ensure that parents regularly receive communications that celebrate the school's successes and achievements, as well as highlighting events and activities.
- Ensure that the headteacher and other senior managers and governors are informed about developments in subject policies, plans and priorities, the success in meeting objectives, targets in development plans.
- Participate fully in governors' meetings.

6. Strengthening Community

- Promote and model excellent relationships with parents, which are based on strong partnerships, to support and improve pupils' achievement, involving parents as true partners in the education of their children.
- Support the development of the school within the community; strengthening partnerships with other schools and services thus enhancing community cohesion.
- Contribute to policies and practices which promote equality of opportunity, tackle prejudice and safeguard pupils.
- Evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.
- Act where required as the public face and main advocate of the school, representing effectively its interests and those of the children.
- Collaborate as necessary with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of children and their families.
- Deputise for the headteacher as required in attending governor meetings, PTA meetings, events and functions.