

Job Description for Supply Deputy Headteacher

KIRKLEES SUPPLY SERVICE

Leadership pay spine subject to school size

RESPONSIBLE TO: Headteacher / KSS

RESPONSIBLE FOR: All teaching and support staff within the school including administrative staff, under the directions of the Headteacher

You are required to carry out the duties of a schoolteacher as set out in the latest School Teachers' Pay and Conditions document.

CORE PURPOSE

To support the headteacher with the internal organisation, management, and control of the school.

The deputy headteacher, under the direction of the headteacher, shall provide professional leadership for the school, with a particular emphasis on developing high quality teaching and learning across all key stages.

To help the headteacher lead the school in the policies and practices of continuous school improvement and staff development.

To constantly seek and implement strategies which will bring about that improvement.

To deputise in the absence of the headteacher.

KEY AREAS OF ACTIVITY

1 Strategic Direction and Development of the School (with the headteacher)

1.1 To help to formulate the aims and objectives of the school and policies for their implementation.

1.2 To lead the school in articulating clearly its values and ethos.

1.3 To keep up to date with current issues in teaching and learning and in school improvement and to share this with staff.

1.4 To work in the cycle of planning, implementation, review, and evaluation of the School Development Plan

1.5 To monitor and evaluate the impact of the school's policies, practices, targets, and priorities, identifying developments needed and working with the headteacher to achieve them.

2 Leadership and Management

2.1 To share in the leadership of the school as part of the leadership team and to bring out the potential for leadership in others.

2.2 To challenge and support all others in developing professionally, both formally and informally.

2.3 To work with the headteacher on the appointment and performance management of staff.

- 2.4 To ensure their own continuing professional development.
- 2.5 To deal promptly and effectively with any poor performance of staff, teams, or pupils.
- 2.6 To promote and safeguard the welfare of pupils for whom the school is responsible for or comes into contact with.
- 2.7 To undertake, in the absence of the headteacher, the professional duties of the headteacher.
- 2.8 To work with the headteacher on the organisation and day to day running of the school and on the efficient management of school resources.
- 2.9 To work with the leadership team to present an accurate and coherent account of the school's performance to a range of audiences, enabling them to play their part effectively.
- 2.10 To be able to stimulate pupils, colleagues, and parents/carers with a positive, active, and supportive attitude
- 2.11 Support and uphold the school's policies on behaviour, discipline, and bullying.
- 2.12 Contribute to staff development activities.
- 2.13 Manage the performance of teaching assistants.

3 Teaching and Learning

- 3.1 To provide a consistently good or outstanding role model as a class teacher.
- 3.2 To play a major role in the development of high-quality teaching and learning throughout the school.
- 3.3 To take a lead role in supporting the monitoring and evaluation of teaching and learning across the school to identify strengths and areas requiring further development.
- 3.4 To lead by example and provide advice, support, and guidance to colleagues to ensure that the quality of teaching and learning is consistently good or better throughout the school.
- 3.5 To seek ways of sharing good practice and ensuring dialogue about teaching and learning amongst school staff.
- 3.6 To ensure curricular policy development that is focussed on continuous improvement.
- 3.7 To be a curriculum subject leader.

4 The Curriculum

- 4.1 Work in partnership with the headteacher and leadership team to develop a stimulating, purposeful and challenging curriculum which meets the needs of, and includes all members of the school.
- 4.2 Work alongside the headteacher and Leadership team to monitor and evaluate the school's curriculum to ensure continuity, progression, and rigour in all phases.

5 Resources and Budget

- 5.1 Be involved in all aspects of the school's development and improvement and assist the headteacher and governors in setting the school's budget in line with the School Development Plan.

5.2 In liaison with the headteacher be responsible for a budget relating to a specific area/s.

5.3 Advise the headteacher about resources needs as appropriate.

6 The Site and Premises

6.1 Be aware of and assist in supporting the Health and Safety policy of the governing body, the local authority, and to advise the headteacher of any known concerns regarding security.

6.2 Advise the headteacher of any known concerns and liaise with appropriate agencies as and when necessary, in conjunction with and on behalf of the headteacher.

6.3 Take necessary and appropriate action in the absence of the headteacher.

7 Pastoral Care

7.1 To promote self-discipline, high standards of behaviour and positive attitudes on the part of all pupils and to implement policies and procedures to foster them.

7.2 Share responsibility for the organisation and leadership of whole school assemblies and acts of collective worship.

7.3 Ensure that a high standard of care for all pupils is maintained.

8 Standards and Quality Assurance

8.1 Support the aims and ethos of the school.

8.2 Set a good example in terms of dress, punctuality, and attendance.

8.3 Organise and lead open evenings and pupil performances.

8.4 Uphold the school's behaviour code and uniform regulations.

8.5 Lead staff training.

8.6 Organise and lead team and staff meetings.

9 The Governing Body, Parents/Carers, and the Community

9.1 To fully support the life and work of the school.

9.2 Be responsible for inclusion in its widest sense, working with parents/carers and the community, liaising local organisations.

9.3 Work with the headteacher and develop an effective professional relationship that is beneficial to the school and staff.

9.4 To provide information and objective advice and support to the governing body to enable it to meet its responsibilities.

9.5 Attend governing body meetings and committee meetings as appropriate.

9.6 Support and assist the continued promotion of positive, effective relationships between the school/parents/carers/governors/community/localities.

- 9.7 To ensure that parents/carers and pupils are well-informed about the curriculum, attainment and progress and can understand and contribute to targets for improvement.
- 9.8 Continue to develop and maintain links with appropriate partners, for example, the diocese, the local authority, feeder schools, advisory and support services, and other outside agencies.

10 Miscellaneous

- 10.1 Undertake such other duties and responsibilities of an equivalent nature, as may be determined by the job holder's headteacher from time to time, in consultation with the job holder.
- 10.2 The job holder's duties must at all times be carried out in compliance with the Council's Equality and Diversity Policy and other policies designed to protect employees or service users from harassment.
- 10.3 Take reasonable care of the Health and Safety of self, other persons, and resources whilst at work.
- 10.4 Co-operate with management of the service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, e.g., operate safe working practices.
- 10.5 It is the duty of the job holder not to act in a prejudicial or discriminatory manner towards service users or employees protected characteristics, including gender, disability, race, sexual orientation, gender identity, age, or religion. The job holder should also counteract such practice or behaviour by challenging or reporting it.
- 10.6 As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.

Please click [here](#) to read our safeguarding policy.

Person Specification for Supply Deputy Headteacher

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Note to applicants

You should provide a high quality, concise letter of application which addresses the following criteria. To be shortlisted candidates will be judged on how well they address the criteria ranked as E.

The end column indicates how the criteria will be identified; Application Form, (A) Interview (I) and/or References (R)

Attribute	Criteria	Rank	How Identified
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status Relevant on-going professional development in senior management, such as, coaching, assessment management, SENCO, etc. Accredited School Leadership training or NPQ's 	E	A, I, R
		D	
		D	
Relevant Experience	<ul style="list-style-type: none"> Successful teaching experience in at least one Key Stage Experience of teaching in special school settings (FOR SPECIAL SCHOOL DEPUTY HEADTEACHER POSITIONS ONLY) Recent senior leadership experience in the relevant age range, e.g., primary and/or secondary Ability to show impact of leading whole school developments Ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community Proven impact on improving and developing the quality of school-wide curriculum Experience of contributing to whole school self-review and evaluation Experience of monitoring, evaluating, and improving the quality of teaching and learning Ability to undertake staff appraisal and line management responsibilities 	E	A, I, R
		D	
		E	
		E	
		E	
		E	
		E	
		E	
Special Knowledge and Skills	<ul style="list-style-type: none"> Excellent class teacher with the ability to demonstrate exemplary teaching Effective interpersonal and communication skills A clear philosophy of education and the ability to translate it into practice and communicate it effectively to others Commitment to Inclusion, Equality, and Special Educational Needs within education Ability to analyse data, to evaluate the performance of pupil groups, pupils progress and plan an appropriate course of action for whole school improvement Ability to use IT as a teaching and learning tool and to aid management processes Clear understanding of the role of the deputy headteacher Knowledge of current educational issues and developments Knowledge and implementation of the National Curriculum, relevant national strategies, and assessment 	E	A, I, R
		E	
		E	
		E	
		E	
		E	
		E	
		E	

Leadership and Management Skills	<ul style="list-style-type: none"> • Successful experience of leading and managing whole school development in a number of areas regarding teaching and learning and raising standards of attainment and achievement across school • Develop and deliver effective and inspirational professional development for staff • Work successfully with a range of stakeholders; pupils, parents/carers, staff, governors, external agencies, and the wider school community • Enthusiastically lead and manage staff team/s to successfully achieve agreed goals • Ability to demonstrate an understanding of, and commitment to, collective responsibility within the leadership team • Ability to lead an area of school improvement • Understanding of school finance and financial management 	E E E E E E D	A, I, R
Personal qualities and Additional Factors	<ul style="list-style-type: none"> • Self-motivated, adaptable, and committed to achieving high standards • Creative, enthusiastic, and proactive, keen to embrace new ideas and challenges • Flexible in approach • Effective in all aspects of communication and time management • Willingness to contribute to extra-curricular activities and the whole of school life • Willingness to promote the school in the wider community • Willingness to upkeep and embed Christian vision where appropriate 	E E E E E E E D	A, I, R
Safeguarding Pupils	<ul style="list-style-type: none"> • Knowledge, understanding, experience of and commitment to Child Protection, safer recruitment and safeguarding policies and procedures • Designated Safeguarding Lead (DSL) trained or willingness to be trained upon appointment • Ability to form and maintain appropriate relationships and personal boundaries with pupils • Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process. • Fully supportive references 	E E E E E	A, I, R