**London Borough of Havering**

**Children’s Services Directorate**

**Deputy Head Teacher Job Profile**

**Job Title:** Deputy Headteacher

**Grade**: Leadership Spine points 12 – 14

**School:** Crownfield Junior School

**Reports To**: The Executive Head teacher and Head teacher

**Staff Managed:** Teaching and Support Staff

# Job Purpose and Content

The Deputy Headteacher is one of a school staff that together are responsible for the education and welfare of the pupils in the school. The Deputy Headteacher is, at all times, subject to the direction of the Headteacher and is expected to work within the agreed system of management and supervision for the school.

The deputy is expected to take a key role in the creation, implementation and leading of the School Improvement Plan and Whole School vision, including on-going monitoring and evaluation of whole school development.

# Principal Duties and Responsibilities

The professional responsibilities and duties of a Deputy Headteacher are set out in detail in the Teachers Pay and Conditions Document, which is varied from time to time, and any or all of those duties may be required of the postholder.

Subject to the direction of the Headteacher:

1. Where the Deputy Headteacher has teaching responsibility: teaching the pupils and class(es) that are usually designated as part of an annual timetabling exercise, which includes planning, delivering and monitoring lessons, and setting and marking work, including homework
2. Deputising for the Headteacher in the event of foreseen and unforeseen absence, within the agreed framework for deputising arrangements
3. Membership of the senior management team of the school, which will include a leading role in common SLT responsibilities such as: the daily duty team, the lunch break, supervision of behavioural monitoring and sanctions, planning and delivery of thematic assemblies, attendance at school events, leadership of policy and procedure development
4. Effective and efficient day-to-day monitoring, management, operation, administration and supervision of the designated responsibility area(s)
5. Carrying out relevant strategic planning, within the cycle and framework of agreed school procedures, and monitoring, evaluating, and reporting planning outcomes across the whole school
6. The management, monitoring, analysis and evaluation of information and data to support school objectives, accountability, target setting, pupil attainment and achievement, and reporting to parents, students and governors
7. The line management of designated staff, which will include performance management (in accordance with the school’s performance management framework for teaching and support staff) and direct observation of teaching, learning and professional practice, training and continuing professional development
8. Organising and taking part in the quality assurance procedures of the school – for example, the cycle of departmental and thematic review – and making sure that quality assurance mechanisms are in place for the designated responsibility area(s)
9. Monitoring and developing the quality of provision, the curriculum and teaching and learning in the designated responsibility area(s)
10. Managing relevant resources, including designated budgets, efficiently and effectively in accordance with the financial regulations of the school
11. Promoting and safeguarding the welfare of pupils, students and staff for whom the post holder is responsible
12. Taking part in school based induction, relevant training and development, assessment of performance (in accordance with school policy and practice) and an agreed programme of personal professional development
13. Working in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours
14. Taking appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and in off-site school activities

### Person Specification: Deputy Headteacher

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| **Skills and Abilities** | **Essential** | **Desirable** | **Assessed by** |
| The ability to lead and manage the school team effectively and efficiently and work with other professionals and agencies | 🗸 |  | Interview |
| Communication skills, oral, written and presentational  | 🗸 |  | Application & interview |
| The ability to deliver well planned, organised and innovative lessons  | 🗸 |  | Interview |
| Proficiency in the use of ICT and the software programmes used in schools |  | 🗸 | Application |
| The ability to lead, model and manage positive behaviour, good order and assertive discipline in the school  | 🗸 |  | Application and interview |
| The ability to manage school information and data for recording, monitoring, evaluation and reporting | 🗸 |  | Application and interview |
| Knowledge |  |  |  |
| Relevant (to be agreed) subject and/or curriculum expertise  | 🗸 |  | Application |
| How to lead curriculum development and manage innovation and change | 🗸 |  | Application and interview |
| Know how to use information and data to set targets, raise attainment and achievement  | 🗸 |  | Interview |
| How children and young people learn, develop and progress through life stages and events | 🗸 |  | Application and interview |
| How ICT can be used effectively to motivate children to learn | 🗸 |  | Interview |
| How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum  | 🗸 |  | Application and interview |
| How to manage health and safety policy and promote and safeguard pupil welfare | 🗸 |  | Application and interview |
| How to manage equalities and inclusion policies and how these are implemented in schools | 🗸 |  | Application and interview |
| Qualifications and Experience |  |  |  |
| Qualified Teacher Status | 🗸 |  | Evidence of qualification |
| Successful teaching experience, including in leadership management position(s)  | 🗸 |  | Application |
| Post threshold teacher status |  | 🗸 | Application |
| Previous leadership experience as a deputy head teacher or assistant head teacher | 🗸 |  | Application |
| Evidence of relevant continuing professional development, including for example Future Leaders, NPQ |  | 🗸 | Application  |