

## **Job Description**

<b>DIRECTORATE:</b>	Children & Family Services
<b>DEPARTMENT:</b>	Ogmore Vale Primary School
<b>POST:</b>	Deputy Headteacher
<b>GRADE OF POST:</b>	ISR Range: 9-13
<b>RESPONSIBLE TO:</b>	Headteacher

---

### **JOB PURPOSE:**

The core purpose of the Deputy Headteacher is to assist the Headteacher to provide professional leadership and management of the school which will promote a secure foundation from which to achieve high standards in all areas of the school's work.

---

### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

#### **Strategic direction and development of the school - to:**

- lead by example and provide inspiration and motivation to the school community;
- generate vision, ethos and policies for the school which promote high levels of achievement and meet equality objectives;
- support the Headteacher in achieving the priorities and targets which the school sets for itself, provide staff with the motivation to support its aims;
- ensure that the management of the school, including finance and administration support the school's policies, its vision and aims;
- to ensure the effective management of the school in the absence of the Headteacher;

#### **Teaching and learning - to:**

- create an environment which secures effective learning across the breadth of the Curriculum and to promote high standards of achievement, behaviour and discipline with all pupils.
- develop and promote effective links with partners including parents, the LA and support services and other educational establishments within the wider community; including business and industry, in order to enhance teaching and learning and pupils' personal development;

**Leading and managing staff - to:**

- develop positive working relationships with and between all staff and governors;
- implement and sustain effective strategies for the management well being of all staff;
- enable performance management systems to operate effectively and to engage with appraisal requirements of the head teacher and relevant staff;

**Effective deployment of staff and resources - to:**

- work with governors and colleagues to recruit high quality staff;
- ensure that all staff and governors understand their respective roles and responsibilities;
- Manage the teaching and learning of pupils across all phases.
- participate in any training and development activities in order to maintain own professional development or to enhance competence within job role and manage the personal development of colleagues.
- undertake any duties and responsibilities commensurate with the grade of the post and participate in the regular review of the content of the job description.

**GENERAL DUTIES**

**Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

**Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

**Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

**CRIMINAL RECORDS CHECK**

This post requires a criminal record check through the Disclosure & Barring Service (DBS)

## Deputy Headteacher

been identified as essential (Yes)

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status.</li> </ul>	Yes	Production of original Qualification Certificates and application form.
	<ul style="list-style-type: none"> <li>Qualification/experience of teaching pupils throughout the primary age range</li> </ul>		
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Full Registration with EWC.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Teaching experience must be outstanding.</li> </ul>	Yes	Interview, application form, references and selection process.
	<ul style="list-style-type: none"> <li>Experience of leading the teaching of subject areas throughout a primary school.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Proven experience of contributing to school as part of a management structure to raise standards of attainment and achievement.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Demonstrate a clear understanding of school development and its implementation.</li> </ul>		
	<ul style="list-style-type: none"> <li>Experience of relevant professional development training being linked to school improvement.</li> </ul>		

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> <li>• Experience of innovation and managing change.</li> <li>• Experience of developing initiatives both within and beyond school.</li> <li>• Knowledge and understanding of the teaching needs across the whole age range.</li> <li>• Experience of working as part of a team that is committed to an inclusive agenda.</li> </ul>	Yes	
<b>Skills and Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Outstanding interpersonal and communication skills.</li> <li>• Ability to demonstrate an awareness of the needs of colleagues and have a clear understanding of the expectations and the needs of the school community and the wider community.</li> <li>• Ability to play a key role in supporting the Head teacher not only in leading the school but also in further developing a collegiate approach to working.</li> <li>• Ability to act as a critical friend to the Headteacher.</li> </ul>	<p>Yes</p> <p>Yes</p>	Application form, interview and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> <li>• Ability to use ICT as a tool to enhance learning especially interactive whiteboard equipment and intranet.</li> <li>• Evidence of initiatives development and practice.</li> <li>• Ability to drive development</li> </ul>		