

Job Description & Specification

Job Title: Interim Deputy Headteacher

Location: Milk Street, Frome

Responsible to: Executive Headteacher

Salary Grade: Leadership Scale L8 - 10 (£56,082 -£58,959) Working time: Full Time

Closing Date: Tuesday 7th May 2024

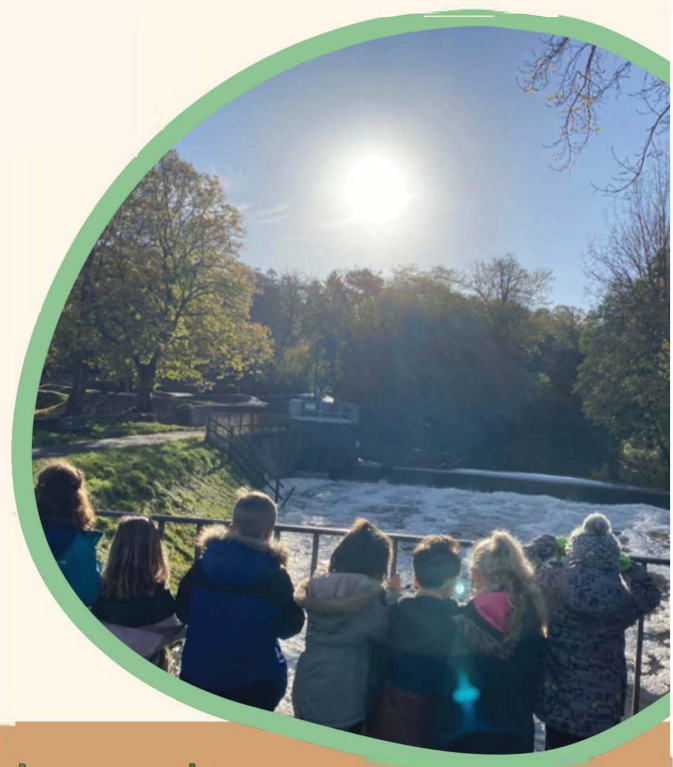
Interviews: Friday 10th May 2024



Key Purpose of Job

With the direction and support of our Executive Head you will:

- Ensure that the school provides an excellent quality of education for all pupils at the school.
- Lead Curriculum, Planning and Assessment.
- Provide a safe, calm and well-ordered environment for all pupils and staff with a strong focus on safeguarding and the development of exemplary behaviour in school and in the wider society.
- Enhance and reinforce the school's existing nurturing environment to continue to support all children to be the best they can be.
- Secure continuous improvement with a consistent focus on pupil achievement by modelling high expectations and stretching targets, using aspirational data and benchmarking to monitor progress.
- Enable effective curriculum delivery through appropriate sharing of teaching expertise and ensuring a creative and effective approach to teaching and learning.
- Ensure that policies, systems and processes are integrated, consistent and working effectively.
- Model positive relationships and attitudes towards our pupils, and engage parents and members of the local community in the constant improvement of all that we do.
- Manage all staff, ensuring they are working consistently, effectively and to the appropriate teaching standards across the school.



Key Duties and accountabilities of the post

Delivering High Quality, Safe Education

- Lead the school's improvement and development with a focus on curriculum.
- Hold the Designated Safeguarding Lead role for our school.
- Ensure that developments within the school are consistent with our School Development Plan and further seek to serve our local community.
- Demand ambitious standards for all pupils overcoming disadvantage and advancing equality, instilling a shared sense of accountability in staff for the impact of their work on pupil outcomes
- Maintain effective teaching for all pupils through an understanding of the features of successful classroom practice and curriculum design.
- Ensure that a commitment to a fully inclusive approach maintains the nurturing environment of the school and permeates all decision making.

Leadership and Management

- Promote collaborative working and sharing of best practice across the school
- Create an ethos within which all staff are motivated and supported to develop their own skills and support each other.
- Ensure high levels of staff morale and well-being.
- Hold staff accountable for professional standards, conduct and practice through performance management.
- Monitor, evaluate and review school practice and promote school improvement strategies.
- Welcome strong governance and actively support the governing body to deliver their functions producing relevant reports and key information as required
- Ensure that all leaders within the school are supported and challenged to undertake their leadership responsibilities and seek to create effective teams of developing leaders at all levels in the school.
- Uphold and model the highest personal and professional standards including integrity, honesty, diligence and respect for others at all times when executing duties in line with the post.



Key Duties and accountabilities of the post (cont.)

Other Duties

- To undertake additional duties as required, commensurate with the level of the post. To participate in induction training, staff performance management processes and professional development opportunities.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled throughout the academic year including during the holiday periods.
- There will be a requirement to work beyond school hours particularly in supporting and attending school and community based events.
- To have a 0.6FTE teaching responsibility.
- To be willing to cover class teaching on an ad hoc basis to facilitate sickness absence cover, release time or emergency as deemed necessary by the Executive Head.



Person Specification

Qualifications	ESSENTIAL	DESIRABLE
Minimum of degree level qualification or equivalent	✓	
Qualified Teacher Status	✓	
NPQH		✓
Advanced (Level 3) safeguarding training		✓
Personal Qualities	ESSENTIAL	DESIRABLE
Empathy with the needs and aspirations of all pupils	✓	
An excellent communicator, able to take the lead in promoting the school to the wider community and larger audience.	✓	
A passionate commitment to the development of each child and supporting them to be the best they can be	✓	
High standards of personal and professional integrity	✓	
A personal commitment to the principles of equality and diversity	✓	
A sense of humour and the ability to bounce back when things don't work out as hoped	✓	
Appreciation of work/life balance	✓	
Willingness to ask for help and support if necessary	✓	

Person Specification (Cont)

Knowledge and Experience	ESSENTIAL	DESIRABLE
A proven track record of senior level leadership and management in an Assistant Head/Deputy Head role	✓	
Knowledge of the wider educational development and policy	✓	
A comprehensive understanding of curriculum development, pedagogy, innovation and delivery to a high standard	✓	
Awareness of regulatory and inspection frameworks	✓	
Secure knowledge of DfE publications and guidance which regulate safer working practices and approaches to vulnerable children and young people	✓	
Effective management of student behaviour in order to drive aspirations and success	✓	
Effective management of people to maximise their performance	✓	
Experience of working with a range of early years providers to ensure an effective transition into primary education		✓
Experience of working with and reporting to a Board or Governing Body	✓	
Clear knowledge and understanding of an excellent early years and primary curriculum	✓	
Excellent written and verbal communication skills, including the ability to carry out effective negotiation	✓	