



DEPUTY HEADTEACHER

WATERHOUSES CE PRIMARY ACADEMY

From September 2019 the Trust wish to appoint a Deputy Headteacher at Waterhouses CE Primary Academy to support the work of the Headteacher and the MAT in moving the academy through the next stage of its development.

QEGSMAT is currently a five academy Trust with the central team based in Ashbourne, Derbyshire. The Trust has schools in Derbyshire Dales, South Derbyshire, Derby City and Staffordshire. As a Trust we aim to ensure all our young people achieve the very best outcomes and leave education well prepared for the next steps in their lives based upon the principles of **Question; Explore; Give; Succeed.**

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are looking for someone who:

- is an excellent classroom teacher who can share, model and demonstrate effective teaching and learning
- has recent experience of leading a significant curriculum area/whole school initiative which improved pupils' outcomes
- leads positively, professionally and enthusiastically
- will work collaboratively with the headteacher and MAT team
- is committed to, working with parents, local academy committees and other schools, both within and outside our Trust
- is supportive of the Christian ethos of our school

We can offer you:

- a welcoming and supportive atmosphere in which to work
- happy and well behaved children who are willing and eager to learn
- enthusiastic, positive and hard-working colleagues
- supportive and committed staff and headteacher
- well informed local academy committee who are who are fully engaged in academy life
- positive parents who value the school
- 0.2 weekly leadership time
- opportunities for development across our MAT

The job description and person specification are included and should be referred to when completing your application.

For further information and an application pack please visit our website www.qegsmat.com and click on Careers or telephone 01335 340830.

Closing date for applications: 24th March 2019

Provisional Interview date: w/c 8th April 2019

Salary: Leadership 1-5 (£39,965 - £44,106)

Start date: September 2019



WATERHOUSES CE PRIMARY ACADEMY

JOB DESCRIPTION

POST TITLE:	Deputy Headteacher
REPORTING TO:	Headteacher
RESPONSIBLE FOR:	Curriculum Provision, Core subject Leader, Pupil Premium, Staff Development and induction, Subject Monitoring, Liaison with local schools (moderation), Parental links, Local Academy Committee
SCALE:	Leadership Point 1-5
DISCLOSURE LEVEL:	Enhanced

Purpose of this post

- Responsible for curriculum provision in the academy
- Lead on the quality of teaching and learning in a core subject
- Lead on improving communication with parents and carers
- Organise and oversee interventions and monitor their impact
- Lead on the use of Pupil Premium
- Develop links with stakeholders
- Responsible for the induction and development of staff, students and volunteers
- Assist and, where appropriate, stand in for the Headteacher

Specific Responsibilities of the Deputy Headteacher

The Deputy Headteacher is required to undertake the following responsibilities, in consultation and co-operation with the Headteacher.

Teaching and Learning

- Responsible for monitoring and improving the quality of teaching and learning across the academy;
- Drive improvements in children's progress rates throughout the academy;
- Lead on Pupil Premium;

- Analyse and assess data and information to monitor rates of progress of different groups;
- Maintain accurate and up to date case studies of individual pupils;
- Organise intervention groups and staff deployment;
- Oversee the impact of interventions across the academy;
- Oversee the monitoring and evaluation of the curriculum;
- Ensure consistent and accurate records are maintained throughout the academy and statutory and academy policies are met;
- Take on the role of core subject curriculum subject leader;
- Provide guidance and support to other members of staff in implementing curriculum plans, both by means of meetings and by working alongside individual teachers.

Pupils

- Ensure that the ethos of the academy, in terms of the high standards of physical and emotional wellbeing for all children, is maintained;
- Ensure the good conduct and behaviour of children and assist in promoting good discipline throughout the school;
- Promote the health and well-being of pupils through a variety of strategies including increased levels of physical activity, improved school dinners, promotion of healthy snacks, etc.

Continuing Professional Development

- Support the implementation of INSET within the academy;
- Responsible for staff induction, students and volunteers;
- Participate in the appraisal of staff to inform individual CPD plans;
- Organise CPD opportunities for individuals.

Management

- Contribute to the policy and strategic development of the academy;
- Assist the Headteacher in the management of the school efficiently and effectively on a day-to-day basis, including supervisory duties;
- Play a key role in the school's pastoral system, supporting staff, pupils and parents when necessary;
- Assist in facilitating good communication within the school and sustain the personal motivation of staff;
- Develop an understanding of the whole academy budget and support the Headteacher in planning staffing and resources to meet the needs of the academy;
- Assist the Headteacher in ensuring that Safeguarding and Health & Safety requirements are met;
- Stand in for the Headteacher when required;
- Lead on improvements in communication links with parents and carers;
- Oversee interventions across the academy and monitor their impact;
- Lead on the implementation and development of any changes to the curriculum.

Stakeholders

- Attend meetings as appropriate with the Local Academy Committee, MAT and parents and to provide such reports and information as required;
- Support the work and development of Waterhouses PTFA;
- Develop and maintain good relationships with parents and the local community;
- Develop links with Governors, MAT, Inspectors, Advisers and other relevant external agencies.

Working Time/Review

This job description is not a comprehensive statement of procedures and task, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. It does not direct the particular amount of time to be spent carrying them out. There are not definitive working time arrangements in the national conditions of employment. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

This academy is committed to safeguarding and protecting the welfare of all children and young people and expects all staff and volunteers to share this commitment.

Teaching

To undertake an appropriate programme of teaching in accordance with the duties of a teacher.

Appointment to this role is subject to the current conditions of employment of teachers contained in the School Teachers Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation, and the school's articles of government.



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PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • DFE recognised Qualified Teacher Status 		Application Certificates
Leadership Skills	<ul style="list-style-type: none"> • Be able to identify priorities for academy improvement, support the development of an academy improvement plan and set success criteria to measure progress • Ability to sustain a wide vision and broad overview of the academy's needs and have a track record of leading by example • Ability to monitor and evaluate progress and success in academy development priorities • Lead new initiatives in the classroom and the wider community • Ability to share outstanding practice with colleagues, giving advice and providing support with professional development • Be able to develop positive and professional 		Application Interview Reference

	<p>relationships across academy</p> <ul style="list-style-type: none"> • Ability to manage staff and personnel issues sensitively • Experience of leading school based INSET • Excellent written and oral communication skills • Ability to maximise progress for all children and accelerate progress for identified groups • Ability to work closely in partnership with parents 		
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of the curriculum requirements for KS2 including all aspects of planning, delivering, assessing, evaluating, monitoring, recording and reporting pupils progress • Up to date comprehensive knowledge of educational developments and the impact these have on the management of academies • Specialist knowledge of a curriculum area. • The ability to evaluate and appraise standards of teaching and learning in the academy and knowledge of the Ofsted framework. • Demonstrate an understanding of how social deprivation and other factors can impact on children's learning and behaviour 	<ul style="list-style-type: none"> • Knowledge and understanding of Pupil Premium funding and effective strategies to secure good or better progress • Knowledge and understanding of governance and the role of governors in a multi-academy trust • Specialist knowledge of 2 or more curriculum areas • Knowledge of the full curriculum 	Application Interview Reference

	<ul style="list-style-type: none"> • Knowledge of strategies to ensure all children achieve • Understanding and implementation of a creative curriculum • Knowledge of positive behaviour management strategies • Understand and follow safeguarding procedures • Understanding of equal opportunities in schools • Understand health and safety responsibilities • Knowledge of how children learn and how to motivate them 		
Experience	<ul style="list-style-type: none"> • Evidence of significant, recent and relevant professional development • Successful teaching experience in KS2 • Significant and varied experience of planning and organising core curriculum areas • Experience of developing and implementing key policies within school • Experience of working with parents, the local community and external agencies • Experience of inclusion and working with pupils with SEND 	<ul style="list-style-type: none"> • Experience of supporting colleagues through the Teacher training process • Successful teaching experience in KS1/Foundation stage • Experience of line management and staff deployment • Experience of collaboration with schools to promote smooth transition and progression in learning 	Application Interview Reference

Personal Qualities	<ul style="list-style-type: none"> • Demonstrates enjoyment and enthusiasm for teaching • Ability to maintain confidentiality and demonstrate professional integrity • Ability to work flexibly and sensitively • Be calm and confident and have a positive presence • Able to make sound judgements, analyse and anticipate problems, and find solutions • Ability to work under pressure and meet deadlines • To be able to put the needs of others first • Welcomes feedback and accountability; positive and resilient • Strong moral purpose and commitment to pupil achievement and well-being • Ability to maintain an innovative, solution focused approach and “can do” attitude • Outstanding classroom teacher who has the ability to plan and deliver inspiring lessons with active 		Application Interview Reference

	<p>engagement which results in excellent learning outcomes and progress</p> <ul style="list-style-type: none">• Able to influence and persuade using professional confidence.		
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Print Name _____

Signature _____

Date _____