



Application Pack for Deputy Headteacher

Full Time, From September 2024

Post: Deputy Headteacher with responsibility for Teaching and Learning
Salary Grade: Leadership Pay scale L6 – L10

Could you be the person we are looking for?

Due to a promotion, a position has arisen for a Deputy Headteacher to work full time in our fantastic school.

We have supportive staff and friendly children. We think that you will find that we have something a bit special, a 'family atmosphere' that comes from being a small school.

What we are looking for:

- A good understanding of the curriculum
- An ability to build positive relationships with pupils, staff and parents
- A great team player, who is ready to join a great team
- Be an exemplary practitioner
- Have the ability to inspire and lead change across the whole primary range
- Be innovative and forward thinking

What we can offer you:

- A positive, happy school
- Dedicated staff who work positively together
- Friendly and enthusiastic children

Timescale

Closing date: Thursday 25th April 2024 (by 9am)

Visits to School: Please contact the school office if you wish to book onto either of these tours of the school; Telephone: 01293 526679

- 2pm Tuesday 16th April or 4pm Wednesday 17th April

Shortlisting: Friday 26th April 2024

Interviews: Wednesday 8th May 2024

How to contact us

Should you have any queries or wish to have an informal discussion about this post, please contact Sally Chapman, Headteacher by contacting the school on 01293 526679 or you can email Annette Tomsett, School Business Manager at sbm@westgreenprimary.com

How to apply

Please complete the 'Teaching application form' and supply a covering letter of no more than 2 sides of A4 and post to:

Headteacher
West Green Primary School
West Green Drive
Crawley
West Sussex
RH11 7EL

Or your application and covering letter can be emailed to: sbm@westgreenprimary.com

West Green Primary School is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment.

All appointments are subject to pre-employment checks, including an enhanced Disclosure and Barring Service with barred lists check.

In line with guidance in 'Keeping Children Safe in Education' any shortlisted candidates will be subject to online searches as part of due diligence ahead of interview.

West Green is committed to equal opportunities; we welcome applications regardless of ability, age, gender, ethnicity, sexual orientation or religion.

General Details

Post: Deputy Headteacher with responsibility for Teaching and Learning

Salary Grade: Leadership Pay scale L6 – L10

General duties:

- As Deputy Headteacher you will be required to meet the general requirements of this post as specified in the School Teachers' Pay & Conditions document;
- May be required to act as Headteacher in the absence of the Headteacher;
- work in partnership with the Headteacher, Governors and Staff to ensure the continuous improvement of the School;
- Take responsibility for Child Protection issues as appropriate;
- Take responsibility for promoting and safeguarding the welfare of children in the school;
- Carry out the professional duties of a teacher when required

Relationships:

Responsible to: Headteacher

Responsible for: Teachers and Learning Support Assistants

Duties and Responsibilities

1 School Culture

- Support the headteacher in establishing and sustaining the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- Work with the headteacher to create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- With the headteacher ensure a culture of high staff professionalism

2 Teaching

- Support the headteacher to establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn

- Support the headteacher to ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains. Support teachers to ensure effective use is made of formative assessment

3 Curriculum and Assessment

- To work with the headteacher to ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- To support the headteacher to build effective effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- To lead on ensuring that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- To support valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4 Behaviour

- To support the headteacher setting high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults within the school model and teach the behaviour of a good citizen

5 Additional and special educational needs and disabilities

- To support the headteacher in holding ambitious expectations for all pupils with additional and special educational needs and disabilities
- To work alongside the headteacher to establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- To work with the headteacher to ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- Support the headteacher to ensure the school fulfils its statutory duties with regard to the SEND code of practice

6 Professional development

- Support the staff to have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Work with the headteacher to prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- To support the headteacher with approaches identifying managing and mitigating risk

7 Organisational management

- Work alongside the headteacher to ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- To support the headteacher in staff deployment and they are managed well with due attention paid to workload

8 Continuous school improvement

- To work alongside the headteacher to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- To support the headteacher to develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- To support the headteacher to ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9 Working in partnership

- To support the headteacher to build constructive relationships beyond the school, working in partnership with parents, carers and the local community
- To work successfully with other schools and organisations in a climate of mutual challenge and support
- To establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

10 Governance and accountability

- Establish and sustain professional working relationship with those responsible for governance
- Ensure that staff know and understand their professional responsibilities and are held to account
- To support the headteacher to ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Explanatory Notes

- 1. This Job Description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the appraisal cycle and at any other time on request.*
- 2. This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete particular duties set out above.*

Deputy Headteacher's signature

Headteacher's signature

Date