



We're looking for a  
**Deputy**  
**Headteacher**  
to join our team!

# **Deputy Head Teacher**

## **Required September 2020**

### **Salary L6 – L10 (Negotiable depending upon experience)**

North East Learning Trust and Diamond Hall Junior Academy are seeking to appoint an inspiring and highly motivated Deputy Headteacher. The successful candidate will work closely in partnership alongside the Headteacher, leadership team and governors in leading the strategic direction and development of our school.

#### **We can offer:**

- a vibrant learning community with enthusiastic and engaging children
- a positive and caring ethos
- an excellent learning environment and resources
- a team of hardworking, dedicated and friendly staff where everyone is valued
- a supportive and effective governing body
- a clear commitment to continuing professional development and an investment in future career development

#### **The successful candidate will:**

- have proven leadership skills in school improvement and curriculum innovation
- be an exemplary classroom practitioner and is able to model and coach their outstanding teaching.
- have high expectations of pupil achievement and behaviour
- have excellent interpersonal, organisational and communication skills with the ability to lead, motivate, inspire and support colleagues
- be committed to working in partnership with our parents and the local community
- have a good sense of humour

#### **Deadline: 30<sup>th</sup> March 2020 at 12:00 noon**

Shortlisting will take place 31/03/2020 with interviews taking place 3<sup>rd</sup> April 2020

#### **How to apply:**

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [karen.oliver@diamondhalljuniors.co.uk](mailto:karen.oliver@diamondhalljuniors.co.uk) or by post to Mrs Karen Oliver, Diamond Hall Junior Academy, Well Street, Sunderland, Tyne & Wear SR4 6JF.

# Job description

## Post title:

Deputy Headteacher

## Responsible to:

Headteacher

## Job purpose:

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all pupils and improved standards of learning and achievement.

## Duties and responsibilities:

- In line with the current pay and conditions agreement, it is the responsibility of the post holder to carry out the following professional duties:
- Fulfil the general responsibilities of Deputy Headteacher. This will include:
- Assuming responsibility for the discharge of the Headteacher's functions and duties at any time when he is absent from the school.
- Working with the Headteacher to provide vision, leadership and a clear direction for the school.
- Supporting the Headteacher in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school.
- Supporting the Headteacher in the day to day management and organisation of the school.
- Supporting the Headteacher in ensuring that financial management and administrative procedures in school support its vision and aims.
- Supporting the Headteacher in the management and organisation of the school accommodation to ensure that it meets the needs of the curriculum and health and safety regulations.
- Supporting the Headteacher in the production, implementation, monitoring and review of policies adopted by the School Governing Body and North East Learning Trust.
- Supporting the Headteacher in the production, implementation, monitoring and evaluation of a school improvement plan which identifies priorities and targets for ensuring that pupils make progress and achieve high standards, and increasing teachers' effectiveness.
- Sharing in an overview of the curriculum across the primary range to support and complement the skills and expertise of the Headteacher.
- Working with the Headteacher and governors to recruit staff of the highest quality.
- Supporting the Headteacher in the deployment, supervision and welfare of all staff.
- Supporting the Headteacher with the discipline and pastoral care of all pupils.

### **Class based teacher**

Demonstrating a working understanding and knowledge of the National Curriculum, National Strategies and RE, as applied in the primary school, planning and preparing lessons, teaching pupils assigned to you, setting and marking work, assessing, recording and reporting on the development, progress and attainment of pupils, communicating and consulting with colleagues, parents and relevant outside agencies.

### **Leadership team**

Being a member of the leadership team, attending leadership meetings with the Headteacher and other senior colleagues, continuing to develop leadership experience through INSET, supporting the school self-evaluation and improvement programme.

### **Ethos of the school**

Establishing a high standard of expectation, praising and sharing the good work of colleagues and children, reinforcing the positive approach to discipline, supporting colleagues in the hierarchical approach to dealing with behaviour.

### **Communication**

Ensuring open lines of communication, liaising with the Headteacher and relaying information to colleagues, attending a daily briefing session with the Headteacher, contributing to the weekly staff bulletin and newsletter to parents/carers.

### **Standards**

Supporting the Headteacher in monitoring the quality of teaching and learning across the school, analysing data, identifying appropriate attainment and achievement targets, monitoring pupil standards and achievement against annual targets, monitoring planning, curriculum coverage and learning outcomes, leading evaluation strategies to contribute to overall school self-evaluation, planning and implementing strategies where improvement needs are identified, ensuring that relevant attainment and achievement targets are met.

### **Teaching and Learning**

Maintaining personal expertise and sharing this with other teachers, acting as a role model of outstanding practice for other teachers, modelling effective strategies with them, monitoring and evaluating standards of teaching, identifying areas for improvement, planning and implementing strategies to improve teaching where needs are identified.

### **Assessment Leading**

'Assessment for Learning' and tracking pupil progress.

### **Attendance**

To complete preparatory work for the Trust welfare officer. To prepare data as required for monitoring purposes each half term, term, mid -year and end of year. Working with pupils and their families in addressing absence issues; Working with pupils and their families in promoting high standards of punctuality and attendance; Working in partnership with other agencies to reduce persistent

absence and children missing education in order to promote safeguarding of pupils; Supporting the Executive Head, Head of School and other relevant senior staff in establishing overall attendance targets, focussing on individual persistent absentees and monitoring outcomes for pupils; Developing programmes that include setting targets for individual pupils in areas of attendance, punctuality, achievement and behaviour.

### **Performance management**

Fulfilling the role of Team Leader in the Performance Management process and supporting the professional development of the phase team leaders.

### **Continuing Professional Development**

To lead and oversee continuing professional development across the school in line with school improvement priorities.

### **Community**

Ensuring that the school works closely in partnership with both the immediate and wider community by developing good home/school relationships and links with local commerce and business.

### **Liaison Promoting**

Effective liaison with local cluster primary schools and secondary comprehensive, leading the school's involvement in project initiatives. Contribute towards the wider ethos and appeal of the school.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>DfE recognised teaching qualification.</li> <li>Further professional development including middle management training.</li> </ul>	<ul style="list-style-type: none"> <li>Interest in further professional development (e.g. NPQH).</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Minimum of 5 years primary school teaching experience of which a proportion must be in key stage 1/2.</li> <li>Experience of monitoring and evaluating standards of teaching and learning. Experience of successful curriculum leadership and staff development. Experience of working well in partnership with staff, governors, children, parents and the wider community</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching in more than one school.</li> <li>Experience of the performance management process and the role of reviewer.</li> <li>Experience of liaising with other local primary schools and feeder secondary school.</li> <li>Experience of working with governors</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>Outstanding classroom practitioner and role model.</li> <li>A good understanding of the needs of children from Foundation to Key Stage 2. Has a thorough knowledge of inclusive and innovative curriculum and assessment provision.</li> <li>A good understanding of effective strategies to enhance teaching and</li> <li>Up to date awareness and understanding of school self-evaluation and improvement planning.</li> <li>Has a good understanding of current educational initiatives and relevant legislation.</li> <li>Competent in the use of ICT. Communicates well orally and in writing at all levels.</li> <li>Able to plan, organise and prioritise and meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>Able to analyse and interpret numerical data, identify trends and monitor standards and achievement against targets.</li> </ul>

Personal qualities	<ul style="list-style-type: none"> <li>• Relates well to children.</li> <li>• Positive and resilient with drive, loyalty, integrity, flexibility and good sense of humour</li> <li>• Able to work independently and as part of a team.</li> <li>• Proven leadership qualities to motivate and inspire others.</li> <li>• Embraces change well.</li> <li>• Deals with difficult situations effectively.</li> <li>• A commitment to inclusion.</li> <li>• Able to develop effective working relationships with all external partners. Willing to take part in extracurricular activities.</li> </ul>	
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### References:

Any relevant issues arising from references will be taken up at interview.

### DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.