

Job Title: Deputy Headteacher

Post Number:

Service / Section: Learning – Ysgol y Graig

Grade: Leadership Pay Range

Overall Job Purpose:

Under the overall direction of the Headteacher carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for Deputy Headteachers and the school's own policies.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities:

1. Play a lead role in formulating the aims and objectives of the school and establishing the policies
By which they are to be achieved and monitored
2. Take full responsibility for the school in the absence of the Headteacher
3. Carry out the professional duties of a teacher as required
4. Provide information and advice to the Headteacher and Governing Body and support proper accountability processes throughout the school
5. Take responsibility for child protection issues as appropriate
6. Take responsibility for promoting and safeguarding the welfare of children and young people within the school
7. Support the creation and implementation of the school development plan within the local and national context and take sole responsibility for appropriately delegated aspects
8. Devise, implement and monitor action plans and other policy developments
9. Promote a culture of inclusion within the school community where all views are valued and taken in to account
10. Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
11. Work with the Headteacher to raise standards through staff performance management
12. Lead the development and delivery of training and support for staff
13. Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
14. Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
15. Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
16. Report on progress to all stakeholders

17. Ensure through leading by example the active involvement of pupils and staff in their own learning
18. Support the development of collaborative approaches to learning within the school and beyond
19. Organise and support the induction of staff new to the school and those being trained within the school
20. Act as an induction co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate
21. Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteacher
22. Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
23. Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
24. Lead the annual appraisal process for all identified support and teaching staff
25. Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
26. Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
27. Work with the Headteacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money
28. Working with the Headteacher, undertake key activities related to professional, personnel/HR issues and assist with HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
29. Support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities
30. Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
31. Support the Headteacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met
32. Ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement
33. Promote the positive involvement of parents/carers in school life
34. Strengthen partnership and community working
35. Ensure the day-to-day effective organisation and running of the school
36. To undertake any professional duties, reasonably delegated by the Headteacher

Person Specification:

**Essential (E)
Desirable (D)**

Education and Training

The minimum educational requirements/professional or vocational qualifications for the post:

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|--|----------|
| 1. Professional Teaching Qualification (e.g. PGCE) | E |
| 2. Degree Level Qualification | E |
| 3. Middle Leadership Qualification or equivalent | E |
| 4. Master's Degree in a relevant educational field | D |

Any specific training required for the post including Certification:		
<ol style="list-style-type: none"> 1. Minimum of 4 years' experience of working as a teacher 2. Management experience within a school 		E D
<u>Key Competence Requirements</u>		
Job related knowledge:		
<ol style="list-style-type: none"> 1. Up to date knowledge of local and national priorities with regard to the curriculum and teaching standards. 2. Understanding of legal issues relating to managing a school including Child Protection, Equal Rights and Discrimination law, Human Rights and Employment Legislation. 3. Knowledge of strategic financial planning and budgetary management. 		E E E
Specific skills:		
<ol style="list-style-type: none"> 1. The ability to communicate with and establish professional working relationships with the Local Education Authority, the schools' Governing Body, teachers, parents and other agencies. 2. Ability to form good working relationships with stakeholders. 3. Experience of responding to human resources issues with due regard to relevant equality and employment regulations. 4. Confident and competent in the use of ICT 		E E E E
<u>Position in the Organisation:</u>		
Reports to:	Headteacher	
Staff Supervised:		
<u>Working Arrangements and Conditions:</u>		
Working Week:	Monday - Friday	
Identified Work Base:	Ysgol y Graig	
Contracted Hours:	Full-time	
<u>Language Requirements</u>		
Welsh Language Skills (Please see the skills framework attached)		

Listening (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

English Language Skills (Please see the skills framework attached)

Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: September 2022

Language Skills - Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to complete written work without the need for revision