

**EDUCATION SERVICES****DEPUTY HEADTEACHER****LEADERSHIP SPINE - POINT L11-L13****JOB DESCRIPTION****AIMS AND PURPOSE OF THE JOB:**

- To play a major role under the direction of the Headteacher in the leadership and management of the school in formulating and fulfilling the vision, aims and ethos of the school, establishing the policies of the school through which they are achieved, managing staff and resources and monitoring progress towards their achievement.
- To promote high levels of achievement through inspirational leadership and creativity.
- To promote the aims and objective of the school and to participate in its organisation and management, taking responsibility for key areas as agreed with the Headteacher.
- To support every child to ensure they have the opportunities to: achieve and be active, be healthy and nurtured, be included, respected and responsible and feel safe.
- Seek opportunities to involve parents, businesses and other organisations in the life of the School to enrich its value in the wider community.
- To undertake, in the absence of the Headteacher, the professional duties of a Headteacher.
- To undertake the professional duties of the Deputy Headteacher reasonably delegated to you by the Headteacher.
- To work in partnership with the Headteacher to communicate and implement the school's vision for improving standards.
- To exemplify the application of agreed policies, priorities and expectations, setting good example to other colleagues.
- Promote and safeguard the safety and welfare of children.

The role of the post holder will evolve and change to meet the needs of the school.

The current responsibilities of the post are:

### **LEADERSHIP AND MANAGEMENT:**

- To be a member of the School Leadership Team and put into practice decisions made at School Leadership Team meetings.
- To take a leading role in the monitoring, evaluating and reviewing of the curriculum in order to promote high standards of achievement for all learners across the school.
- To take a lead role in assessment and examinations throughout the school, including advice, support and monitoring of teachers and support staff.
- To lead and manage the development of whole school initiatives based upon good practice.
- To be actively involved in school self-evaluation leading to the review, compilation and implementing of action plans and subsequent priorities for school improvement.
- To share responsibility for the analysis of key school performance indicators to drive school improvement and to ensure priorities are appropriate.
- To assist the Headteacher in the provision of continuing professional development through appropriate INSET as guided by the school's Self Evaluation and Education Services Policy.
- In conjunction with the Headteacher to take responsibility for the behaviour and pastoral care within the school.
- To lead by example, a team culture which promotes collaboration, sharing of professional values, knowledge and understanding and celebration of achievements.
- To actively develop and promote positive behaviour management throughout the school and contribute to island wide educational developments in this area, as required.

### **LEADING TEACHING AND LEARNING:**

- To be responsible for, lead and co-ordinate designated areas of learning and specific areas of the curriculum (areas to be decided in discussion with the Headteacher).
- To be an exemplar of excellent teaching and to support staff in the development of their teaching and learning approaches.

- To be responsible for, lead and coordinate designated areas of the curriculum.
- To demonstrate practically the vision of the school.
- To ensure that pupils develop skills in line with the Bailiwick of Guernsey Curriculum.
- To evaluate outcomes achieved from classroom practice and lead the target setting process.

### **LEADING PROFESSIONAL LEARNING AND DEVELOPMENT:**

- To be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward.
- To lead, oversee and undertake the performance management of teachers and learning support assistants, setting and agreeing targets linked to the school development plan and to identify personal professional development needs.
- To lead, deliver and coach staff in professional development activities and evaluate the outcomes.
- To lead areas of school development by sharing professional learning, expertise and skills with others, and participating in collaborative learning opportunities.
- To provide mentoring, induction and support to learning support assistants, staff new to the school, newly qualified teachers and student teachers.
- To be innovative taking full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Improvement Plan and the performance management process.
- To be well informed of local, national and international developments , which should lead to improvements in learning and teaching and attending meetings on behalf of the school and reporting back to the Headteacher and staff where appropriate.

### **HEALTH, SAFETY AND WELFARE:**

- To comply with procedures on all matters concerning child protection, health, safety and welfare, confidentiality and data protection in accordance with Education Services policies and procedures, and to report all concerns to an appropriate person.
- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.

- To commit to uphold the States of Guernsey's environmental policies and aspirations for sustainable learning provision.

### **RESPONSIBLE TO:**

The Headteacher of the school

### **ACCOUNTABLE FOR:**

- Under the direction of the Headteacher in the leadership and management of the school in formulating and fulfilling the vision, aims and ethos of the school, establishing the policies of the school through which they are achieved, managing staff and resources and monitoring progress towards their achievement.
- The monitoring of pupil progress and attainment.
- To undertake the professional duties of the Deputy Headteacher reasonably delegated to you by the Headteacher.
- To undertake, in the absence of the Headteacher, the professional duties of a Headteacher.
- Improving and extending professional effectiveness of staff through performance management.

### **GENERAL:**

- To take part in extra-curricular activities and be actively involved in parent/carers meetings and school events.
- To conduct assemblies and collective worship on a regular basis.
- To actively demonstrate excellent relationships with parents/carers, the PTFA and the community which are based on strong partnerships, involving the community as partners in the education of the Island's children.

### **KEY CRITERIA:**

#### **DESIRABLE:**

1. A suitable teaching qualification with recent successful whole school or subject leadership and classroom experience.

2. Proven, effective leadership skills with the ability to lead all staff as an effective team member.
3. Experience of successfully implementing strategies for improving standards which have impacted on school outcomes.
4. Outstanding and committed classroom teacher with a proven record of securing excellent pupil progress across all key stages.
5. Significant experience of leading whole school initiatives that have resulted in positive outcomes for learners.
6. Ability to manage the performance of others.
7. Proven experience of technologies and ICT for learning and teaching and for management purposes in order to raise standards.
8. Evidence of relevant continued professional development relating to the management of learning and teaching of students with a range of SEMH needs with experience in the delivery of INSET.
9. Able to demonstrate a value of high aspiration and expectation for every young person giving cognisance to personalised learning, SEN, equal opportunities, diversity, ethos and student management.
10. Excellent communication and interpersonal skills and proven ability to operate in confidence at all levels.
11. Effective time management and organisational skills with the ability to prioritise.
12. Experience, understanding and skills relevant to the specific responsibilities of the post.

The job description is subject to the general conditions of service for a teacher as set out in Education Service's Terms and Conditions for Teachers in Guernsey.

The above duties are not exhaustive but the job description is current at the date shown, and is a guide to the work the post holder will be required to undertake. This job description will be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances.

The States of Guernsey is committed to safeguarding and promoting the welfare of young people and expects all employees and unsupervised volunteers to share this commitment. The post holder is therefore required to hold an Enhanced and Barred DBS Certificate and be registered with its Status Update Service.