



Courthouse Junior School
Every child flourishing

Post title:	Deputy Headteacher
Pay range:	L9 – L13
Line manager:	The Headteacher
Supervisory responsibilities:	Year leaders, teachers

Main purpose of the job

- 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 policy
 - Working in partnership with the Headteacher:
 - formulate the aims, objectives of the school and establish the policies through which they are to be achieved
 - be responsible for the quality of education of all pupils including monitoring of progress towards achievement
 - proactively manage staff and resources
 - Take on the responsibilities of the Headteacher in the absence of the Headteacher
 - Carry out the professional duties of a teacher as required
 - Take responsibility for child protection issues as appropriate
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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Duties and responsibilities

Qualities and knowledge

1. Work in partnership with the Headteacher and governors in establishing the vision of the school.
2. Articulate and enact the aims and values of the school.
3. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards children and staff, and towards parents, governors and members of the local community.
4. Lead by example with truthfulness, humility, knowledge and by enabling others.
5. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
6. Work with political and financial astuteness, within the school's aims and values.
7. Communicate compellingly the school's vision and work in partnership with the Headteacher to drive the strategic leadership, empowering all children and staff to flourish.

Pupils and staff

8. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on children's outcomes.
9. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.



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10. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
11. Maintain an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
12. Contribute to identifying emerging talents, coaching current and aspiring leaders and teachers in a climate where excellence is the standard, leading to clear succession planning.
13. Hold staff to account for their professional conduct and practice.

Systems and processes

14. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
15. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
16. Apply rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
17. Contribute to strong governance by providing succinct and information to the governing body in line with the strategic plan.
18. Contribute to distributed leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

The self-improving school system

19. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
20. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
21. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
22. Provide high quality training and sustained professional development for all staff.
23. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.