



Job Description

Post Title:	Deputy Headteacher & EYFS Lead
Responsible to:	Headteacher
Grade and Terms and Conditions	Leadership L5 – L10 Teachers Pay and Conditions
1. Key Areas of Responsibility	<p>1.1 To assist and work as part of a team with the Headteacher in providing professional leadership and management of the school in collaboration with The Oak Trust, The Local Advisory Committee and staff</p> <p>1.2 To provide leadership and support in the development of EYFS and Key Stage 1</p> <p>1.3 To unlock the talent and energy of all staff through clear vision and leadership</p> <p>1.4 To have an active role and responsibility in ensuring high standards of pupil outcomes and progress</p> <p>1.5 To model outstanding learning and teaching for colleagues</p> <p>1.6 To empower others to lead innovation</p> <p>1.7 To line manage support staff and midday supervisors</p> <p>1.8 To ensure all school policies are implemented consistently</p> <p>1.9 To train and act as a DSL for the whole school</p> <p>1.10 To undertake the duties of the Headteacher in her absence</p> <p>1.11 Undertake such duties as are delegated by the Headteacher</p>
2. Teaching and Learning	<p>2.1 To be an outstanding practitioner and excellent role model, exemplifying high standards of teaching and learning and high expectations for all pupils and staff</p> <p>2.2 To carry out 0.6 wte teaching duties in EYFS phase, providing a model of excellence for all colleagues</p> <p>2.3 To provide leadership and support in the development of high-quality teaching and learning strategies throughout the school with a focus on continuous improvement in pupil outcomes</p> <p>2.4 To provide leadership and support for colleagues ensuring good or better teaching practice across the curriculum by maintaining an informed view of standards and the quality of teaching and learning across school</p> <p>2.5 To support the Headteacher and the Leadership Team in the analysis of class, key stage and whole school data to evaluate specific areas of pupil progress and attainment to continue to drive</p>

	<p>standards forward</p> <p>2.6 To undertake a significant role in maintaining a high standard of pupils' behaviour, discipline and learning engagement and supporting other staff as necessary</p>
<p>3. Leading & Managing Others :</p>	<p>3.1 To assist the Headteacher, Leadership Team and The Local Advisory Committee in shaping a vision and direction for the school, setting out very high expectations with a clear focus on pupil attainment and progress</p> <p>3.2 To play a significant role in setting the aims and objectives for the school and in formulating the School Development Plan (SDP) along with the Headteacher, Senior leaders and The Local Advisory Committee</p> <p>3.3 To inspire, motivate and influence staff and pupils, taking a lead role in maintaining the highest standards of teaching, learning, pupil engagement and children's safeguarding</p> <p>3.4 To assist and support the Headteacher in school self review and self evaluation in order to effectively plan and manage all relevant school resources to secure continuous improvements in pupil outcomes</p> <p>3.5 To provide effective leadership, management and support to individuals and/or teams of staff and to contribute to the school's professional development programme including coordinating training or delivering INSET as required</p> <p>3.6 To provide an excellent role model for all members of staff and for pupils in all aspects of school life and offering professional support and guidance as required. To be an exemplar of all school policies and practices and to actively promote the aims, ethos and vision across the whole school community</p> <p>3.7 To assist the Headteacher in all aspects of the day to day administration of the school and to undertake the professional duties of the Headteacher in his/her absence</p> <p>3.8 To implement the LAC policies and equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special educational needs</p> <p>3.9 To inspire, motivate and influence staff and children taking a leading role in maintaining the highest standards of learning and teaching</p> <p>3.10 Work with others in the Leadership Team in determining and publicising the means for promoting respect for self and others and good behaviour on and off school premises</p> <p>3.11 Participating in the setting and/or monitoring of targets relating</p>

	<p>to their own performance and that of other staff via clear performance management systems</p> <p>3.12 Implementation of Continuing Professional Development policies of the school in relation to:</p> <ul style="list-style-type: none"> (a) the development of professional knowledge, skills and abilities including those necessary for career development (b) the provision of professional advice, support and training (c) promote and develop good management practice, positive staff participation, effective communication and clear procedures
<p>4. Efficient & effective development of staff & resources:</p>	<ul style="list-style-type: none"> 4.1 To implement legislation, statutory guidance and policies and procedures 4.2 To create and attractive and safe environment which stimulates learning 4.3 To work with the Headteacher to ensure that the external agencies and services contracted to the school operate efficiently and effectively 4.4 To participate in the selection and deployment of teaching staff at the school
<p>5. Accountability</p>	<ul style="list-style-type: none"> 5.1 In relation to The Local Advisory Committee: <ul style="list-style-type: none"> (a) to advise and assist in the exercising of its functions (b) to attend meetings required (c) to produce reports for The Local Advisory Committee /Trustees as required 5.2 In relation to the community: <ul style="list-style-type: none"> (a) developing and maintaining positive relationships with the community (b) ensuring that the school recognises and meets its responsibilities to the life of the local community (c) promoting a positive image of the school 5.3 In relation to parents and those with parental responsibility: work with the Headteacher in: <ul style="list-style-type: none"> (a) building an effective partnership between parents the school, recognising them as the first educators of their children (b) enhance the provision of information to parents about how the school functions, and the progress of their children 5.4 In relation to the Local Authority <ul style="list-style-type: none"> (a) to liaise and work in partnership with officers and support services where needed 5.5 In relation to other schools, colleges and educational bodies: <ul style="list-style-type: none"> (a) by promoting continuity of learning and progression of achievement and curriculum development (b) by maintaining effective relationships with other schools, and especially with other schools in matters of common concern

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| | (c) arrange for the effective transfer and induction of pupils
(d) maintain effective relationships with other stakeholders |
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The duties of the postholder may be at other sites/establishments as appropriate.

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.