

TEACHING STAFF

JOB DESCRIPTION

ROLE TITLE	Deputy Headteacher (DSL & KS2 Leader)
CONTRACTED HOURS	Full time / year-round
LOCATION	Woodhall Primary
GRADE / SCALE POINT – SALARY	Leadership range L6 - 10
REPORTING TO	Executive Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Intentionally developing Leadership
- Contributing to the wider range of opportunities offered by and for the school community;
- Actively supporting and promoting pupil voice;
- Assuming responsibility (as required) for the learning process of a specific group of individual pupils.

JOB PURPOSE

To deliver and sustain educational excellence in teaching and learning throughout the school and more widely as part of the Trust's Senior Leadership Team, through a range of Leadership strategies.

DEPUTY HEADTEACHER
Specific Responsibilities for Deputy-SEND/DSL at Woodhall

Teaching and learning

1. Carry out any teaching duties in accordance with school's schemes of works and National Curriculum
2. Work with teaching assistants to improve outcomes for SEN/all pupils
3. Set targets for pupil attainment levels
4. Demonstrate excellent practice in primary teaching across the whole school

Assessing and reporting

1. Record pupils' work
2. Maintain lesson evaluations
3. Mark and return work within agreed time span, providing feedback and targets
4. Analyse data and provide assessment reports to monitor pupil progress
5. Liaise with parents and attend consultation evenings
6. Work within the Code of Practice relating to Special Educational Needs

Leadership and management

1. Support and deputise for the Head of school/Executive Headteacher
2. Lead and uphold the school's policies on behaviour, discipline and bullying
3. Develop the curriculum and support the headteacher in developing the wider curriculum within KS2
4. Raising standards across the school -including analysing data
5. Contribute to staff development activities
6. Manage the performance of teaching assistants/ teachers including probation, back to works in KS2
7. Undertake the role of Designated Safeguarding Lead
8. Lead KS2 across the school including regular Key Stage Meetings, intervention and instructional coaching focusing on teaching and learning – holding all to account
9. Lead Health & Safety within the school including Evolve/Risk assessments
10. Complete back to works and some probations in KS2
11. To teach and model across the Primary school ages in KS2
12. ECT induction
13. Updating website

Standards and quality assurance

1. Set a good example in terms of dress, punctuality and attendance
2. Attend and participate in open evenings and pupil performances
3. Uphold the school's behaviour code and uniform regulations
4. Lead team and staff meetings
5. Develop links with governors, schools across the Trust and neighbouring schools including other schools the EHT leads

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the school and the wider Trust;
2. Participate in training and other learning activities and performance development as required;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Education and Training	Recognised QTS Evidence of commitment to own professional development	Management training NPQSL
Relevant Experience	Knowledge and experience of teaching across the school and the willingness to teach any year group Excellent classroom teacher with a proven commitment to improving the quality of children's learning IN KS2 Knowledge and experience of School Development Planning and Curriculum Planning Evidence of successful leadership as a subject leader Evidence of liaising collaboratively with colleagues Experience and knowledge of leading and managing challenging behaviour Experience of monitoring teaching and learning including coaching Understanding the importance of using data to raise standards across the school and the ability to analyse this for the school Evidence of successfully mentoring or providing general pastoral support to colleagues Trained DSL Evidence of inclusion leadership and teaching in KS2	Experience in more than 1 school Experience of Performance Management Experience of leading ECT's Experience of coaching Any Health and Safety experience

Skills and Aptitudes	Commitment to the safeguarding and promoting the welfare of children and young people Ability to motivate and lead a team with sensitivity and energy Ability to communicate effectively, both written and oral, with a wide range of people Skill at managing change Proven success in working with children across a range of age and ability Ability and willingness to use tact and sensitivity as second nature Stamina and a positive approach to work	Experience of effective working with governors Experience and understanding of ICT as a management tool, including data analysis Ability to foster links with local community and with other schools, locally, nationally and internationally Ability to motivate commitment among all staff groups and to lead staff meetings Sympathetic to the ethos of the school
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