



# Guilden Sutton Church of England Primary School

*Love and Justice for All*

## **Role Descriptor: Headteacher**

Position: Deputy Headteacher of Guilden Sutton Church of England Primary School

Reports to: Headteacher

Grade: L5-9

## **The Core Purpose of the Deputy Headteacher in a Church school**

The Deputy Headteacher is integral in working closely with the Headteacher creating, inspiring and embodying the Christian character and culture of Guilden Sutton Church of England Primary school, securing its vision statement 'Love and Justice for all' with all stakeholders. The Deputy Headteacher will ensure an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential, and will embody our school values of justice, love, wisdom, friendship, forgiveness and compassion.

As a Deputy Headteacher it is their role to provide professional, ambitious leadership and motivational management for the school within the context of the Trust Deed and the Church of England's vision for education. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To continue to build on the many successes of the school, the Headteacher will establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. The Deputy Headteacher will ensure a culture that promotes excellence, equality and high expectations of all pupils within a strong Christian ethos. In leading by example, the Deputy Headteacher will ensure that they are educating for wisdom, knowledge and skills; for hope and aspiration; for community and living well together; and for dignity and respect (Church of England's vision for education).

The Deputy Headteacher is influential in supporting the Headteacher to provide, leadership and direction for the school to ensure that it is managed and organised to meet its aims and targets. The Deputy Headteacher will work alongside others, to evaluate the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims in accordance with its mission statement, and for the day-to-day management, organisation and administration of the school.

The Deputy Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, local churches, local and wider diocesan schools, other services and agencies for children, the Local Authority, diocesan officers, higher education institutions and employers. Through such partnerships and other activities, Deputy Headteachers play a key role in contributing to the development of the education system as a whole .

## **Main Duties**

### **Qualities and Knowledge**

Within the school's Christian character, the Deputy Headteacher will:

- Articulate a clear Christian vision, founded on Christian values and moral purpose, focused on providing an outstanding education for the pupils, in partnership with others, prompting them to grow in wisdom. Communicate this vision compellingly to drive strategic leadership and empower all pupils and staff to excel.
- Demonstrate excellent personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors, the Diocese, the Parish and members of the local community.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Church of England school. Safeguard and develop Christian distinctiveness within our school, keeping up with national and diocesan developments and, in particular, ensure high quality R.E. and Collective Worship.
- To have an understanding of political and financial astuteness, within a risk-based approach to ensure the school fulfills its obligations on financial management as well as principles centered on the school's Christian vision, ably translating local, diocesan and national policy into the school's context.
- 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 as they develop self-worth and an understanding of the worth of others.

### **Pupils and Staff**

Within the schools' Christian character, the Deputy Headteacher will:

- Celebrate achievement in the development of the whole child and not only those matters that are measured externally.
- Working effectively, and in partnership with parents and other agencies, require ambitious standards for all pupils, overcoming disadvantage and advancing equality, and driving independent learning. Through this, lay the foundations for lifelong learning.
- 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' wellbeing.
- Instil a strong sense of accountability in staff for their professional conduct and practice within the Christian character of the school, and for the impact of their work on pupils' outcomes.
- Motivate and encourage staff by developing an environment to support each in the development of their skills and knowledge. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on relevant research and robust data analysis.
- Create a church school character within which every member of the school community has the right to be themselves, feel safe, valued and respected, and that each person is treated fairly and equally.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Lead creative Christian Collective Worship that engages with the school's Christian vision and values enabling the community to flourish and grow spiritually. Establish, and respect an inclusive culture that promotes equality and an understanding of diverse cultures, faith groups' languages and ethnic groups.
- Act as a spiritual as well as professional leader to staff and pupils.

## Systems and Process

Within the school's Christian character, the Deputy Headteacher will support the Headteacher to:

- 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 within a Christian context.
- Establish 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.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils', staff and the school's financial sustainability within its Christian character.
- Maintain policies and procedures that will support the school and maintain, as far as possible, the normal routines of school life so as to offer a secure framework and to provide continuity to pupils and staff.

## The Self-Improving School System

Within the school's Christian character, the Deputy Headteacher will:

- Create an outward-facing church school which works with other schools and organisations, including the Diocesan Education team and diocesan schools - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services, parents/carers and the church community, working with them to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies and respond critically and constructively to education initiatives in the best interests of achieving excellence, harnessing the findings of well evidenced research to self-regulate and improve the school.
- Shape the quality of the teaching profession through high quality training and sustained professional development appropriate to the church school context for all staff at the school.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

## Accountability

The Deputy Headteacher will:

- Provide information, to the Headteacher to support the governing board to enable it to meet its responsibility for securing the church school foundation, effective teaching and learning, improved standards of achievement and value for money.
- Lead on compliance and regularity changes, such as GDPR or other statutes.

## Community

The Deputy Headteacher, with the support of the governing body, will:

- Promote a close relationship with local churches and facilitate appropriate use of school premises.
- Work closely with local groups and stakeholders to maximise the contribution made by the school within the community.

## Additional Requirements

This job description outlines the main duties of the post, incorporating the National Standards of Excellence, but does not exclude other duties which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post. The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.

*The applicant will be required to safeguard and promote the welfare of children and young people. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.*