



St John's C of E Primary School, Watford



Growing Together in Love and Respect

Deputy Headteacher (One Year, Maternity Cover)

Contract Type: Fixed Term Contract

Pay Grade Leadership L4-L8

Start Date: June 2025

Responsible to: Headteacher

Closing Date: 24th February 2025

Interview Date: Week commencing 3rd March 2025

Our school vision and ethos means that you could be part of something very special in the heart of Watford and make a real difference to the local community. At St John's Church of England Primary School, we believe that happy staff equal happy, engaged children.

We believe that:

- The child should be at the centre of all that we do.
- We should be developing a love of learning across the whole school - pupils, families and staff.
- Our staff should have the opportunities to develop and grow.
- Staff wellbeing is central to delivering quality education

We can offer:

- One day's paid leave per academic year
- Training opportunities
- Supportive working environment
- A rich and diverse community showing respect to all

<p>Job Purpose</p>	<p>The deputy headteacher, under the direction of the headteacher, will take a major role in:</p> <ul style="list-style-type: none"> Formulating the aims and objectives of the school Establishing policies for achieving these aims and objectives Managing staff and resources Monitoring progress towards the achievement of the school's aims and objectives <p>Add any other duties as delegated by the headteacher</p>
<p>Qualities</p>	<p>The deputy headteacher will:</p> <ul style="list-style-type: none"> Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct Build positive and respectful relationships across the school community Serve in the best interests of the school's children Work collaboratively with all stakeholders including staff, parents, carers and governors in achieving the best for our children
<p>Duties and Responsibilities</p>	<p>School culture and behaviour Under the direction of the headteacher, the deputy headteacher will:</p> <ul style="list-style-type: none"> ● Work alongside the senior leadership team (SLT) and other staff members to create a culture where children experience a positive and enriching school life ● Uphold educational standards in order to prepare children from all backgrounds for their next phase of education and life ● Ensure a culture of staff professionalism ● Encourage high standards of behaviour from children, built on rules and routines that are understood by staff and children, and clearly demonstrated by all adults in school ● Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy ● Uphold and lead the robust safeguarding policies and procedures of the school <p>Teaching, curriculum and assessment Under the direction of the headteacher, the deputy headteacher will:</p> <ul style="list-style-type: none"> ● Establish and sustain high-quality teaching across all subjects and phases, based on evidence ● Ensure teaching is underpinned by subject expertise ● Effectively lead formative and summative assessment to inform strategy and decisions ● Ensure the teaching of a broad, structured and coherent curriculum ● Support curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities ● Use valid, reliable and proportionate approaches to assessing children's knowledge and understanding of the curriculum ● Ensure the use of evidence-informed approaches to reading so that all children are taught to read <p>Additional and special educational needs and disabilities (SEND) Under the direction of the headteacher, the deputy headteacher will:</p>

- Promote a culture and practices that enables all children to access the curriculum
- Have ambitious expectations for all children with SEND and disabilities
- Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Uphold the school's statutory duties regarding the SEND code of practice.

Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- Manage staff absences and work with headteacher to ensure staff are effectively deployed across the school on a daily basis
- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and children's safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff with due attention to workload
- Work alongside the School Business Manager to allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Professional development

Under the direction of the headteacher, the deputy headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

Under the direction of the headteacher, the deputy headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Attend governor meetings with the Headteacher, where appropriate
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all children

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> · Qualified teacher status · Degree
Experience	<ul style="list-style-type: none"> · Successful leadership and management experience in a school · Teaching experience across the primary phase desirable · Involvement in school self-evaluation and strategic development planning · Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none"> · Data analysis skills, and the ability to use data to set targets and identify weaknesses and areas for development · Understanding of high-quality teaching, and the ability to model this for others and support others to improve · Effective communication and interpersonal skills · Ability to communicate a vision and inspire others · Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> · A commitment to getting the best outcomes for all children and promoting the ethos and values of the school · Ability to work under pressure and prioritise effectively - Positive, enthusiastic, prepared to work hard and committed to having fun whilst at work! · Problem-solving abilities · Commitment to maintaining confidentiality at all times · Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

St John's is committed to safeguarding and promoting the welfare of children and all staff are expected to share in this commitment. Applicants will undergo child protection screening appropriate to the post, including checks with past employers and an application to the Disclosure and Barring Service.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.