

**Job title: Deputy Headteacher – EY & Primary**

Month-Year  
September 2022

**Mission:** To support the following BSB strategic Priorities

1. Energised Leadership - Our staff will feel empowered to lead in the classroom and our students will be confident to take the initiative
2. Personalised Learning - Develop a learning environment where students become independent in a climate of creativity, innovation and challenge.
3. People Growth - Provide students with the opportunities, support and challenge to grow as individuals and to become successful young citizens.
4. Community - Encourage positive, collaborative partnerships with parents to ensure that they feel able to understand and support their childrens' progress and personal development. We will listen to all our stakeholders and include their views in our strategic plans.
5. Innovation - Harness new technologies and pedagogical research to ensure a cutting edge and highly effective learning environment.
6. Brilliant Basics - Build infrastructure, systems and procedures that support a high-quality learning experience for staff, students and parents.

**Safeguarding:** To comply with safeguarding policies, procedures and code of conduct. To demonstrate a personal commitment to safeguarding and student/colleague wellbeing. To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy. To engage in safeguarding training when required.

KPIs	Values	Functions	Skills
Operational and Strategic leadership External Inspection Public exam results Student survey data Staff survey data Parent survey data	<ul style="list-style-type: none"> <li>• <i>Excellence:</i> We aspire to achieve excellence in everything we do, no matter how big or small</li> <li>• <i>Collaboration:</i> Together, we are more aligned and more effective.</li> <li>• <i>Respect:</i> We treat all with fairness, compassion and respect</li> <li>• <i>Integrity:</i> We do what we say we will do.</li> <li>• <i>Accountability:</i> We have a clear sense of what is expected of us and we do our utmost to deliver, taking our responsibilities as educators seriously.</li> </ul>	<p>As a teacher at BSB you will be expected to follow the guidelines set out in the Cognita Teaching Toolkit. This includes clear expectations for planning, assessment, relationships, lesson delivery and wider professional duties. You will also be expected to contribute towards the wider leadership of BSB, helping to deliver the whole school strategic priorities. You will be expected to do anything reasonable required by the Headteacher and Principal.</p> <p>1. As a Teacher</p> <p>Deliver the primary curriculum, modelling outstanding practice, in an innovative and inspirational way. To have high expectations of all students and to track progress, using formative assessment tools, based on relevant data, observations through a wide range of opportunities. Summative assessments will be used to support overall teacher assessments. To maintain a positive learning climate in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work. To assess students' work in line with school policies and procedures, referring to student performance targets.</p> <p>2. As Deputy Head</p> <p>Deputise for the Headteacher when necessary.</p> <p>Lead the development and implementation of identified strands within the SIP. Contribute proactively to the smooth day-to-day operational running of the school. Contribute proactively to the strategic development of the school.</p> <p>To line-manage specified members of the Primary Leadership Team.</p> <p>Working with the Headteacher, lead the self-evaluation process across EYFS and Primary school, with a focus on raising standards.</p> <p>Work with the school assessment lead to produce a collaboratively developed and effectively led curriculum plan and school timetable.</p> <p>To ensure excellent communication with parents, students and staff on all issues concerning timetable and curriculum.</p> <p>Working with key academic and pastoral leaders to ensure the effective monitoring of individual academic student provision.</p>	<ul style="list-style-type: none"> <li>• Ability to lead and manage a team, in line with wider school development and approaches</li> <li>• Strong organisational skills</li> <li>• Ability to work and contribute in a team</li> <li>• Ability to manage change sensitively and effectively</li> <li>• Initiative, passion, creativity and optimism</li> <li>• High commitment to raise the standards of academic achievement of all pupils</li> <li>• Clear understanding of effective teaching, learning and assessment techniques</li> <li>• An instinctive commitment to the safeguarding of young people, and an up to date knowledge of child protection procedures</li> <li>• You love working with children</li> </ul>

**Profile:**

- Qualification: Batchelors Degree with QTS or International equivalent essential.
- Knowledge/experience: Teaching experience in Primary School at all key stages.
- Competences: Self-awareness and reflection, Learning Focus, Personal Drive, Integrity, Resilience, Partnership/Team working.
- Languages: English essential and Spanish desirable.

**Relationships:**

- EXTERNAL: School community
- INTERNAL: Links with other BSB leaders

**Hierarchical dependency:**

- Direct Report: Headteacher
- Indirect Report: Principal

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks, to the maximum extent permitted by law will be undertaken before any appointment is confirmed.

Signed: ..... Name (Print): ..... Date: .....