

Anfield International Kindergarten Anfield International Kindergarten & Nursery



Job Description – Vice-Principal (Deputy Headteacher)

RESPONSIBLE TO: Principal (The Headteacher)

As a teacher at Anfield you should:

- Be true to the Anfield Mission Statement and work to achieve its ideals
- Maintain excellent relationships with children and their families, being aware of the pastoral role that is necessary in a successful school
- Be wholeheartedly committed to the Christian aims and ethos of the school and be able to implement those aims in your work
- Contribute to the ethos of Anfield
- Demonstrate a duty of care for all children at the school
- Encourage the home/school partnership and contribute to the life of the school
- Foster a learning environment and educational experience which provides students with the opportunity to fulfil their individual potential

INTRODUCTION

You will be a highly experienced and inspirational teacher with the vision to assist the Headteacher in leading the development of the school. You will play an important role as member of the Senior Leadership Team.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation.

Skills and Qualifications

- Qualified experienced and able Early Years practitioner
- Up to date knowledge of EYFS requirements and expectations
- Senior Leadership experience
- Evidence of Continuing Professional Development (C.P.D.)
- Good communication and strong organisational skills
- Effective time management skills
- Good I.C.T. skills
- High quality written English

Personal Characteristics

- To care about children and to prioritise the safeguarding of them
- Capacity to think strategically
- Able to be diplomatic, trustworthy and a sounding board for the Headteacher
- Able to show initiative, to lead from the front and by example
- Able to inspire and be part of a dynamic team
- Able to delegate
- Able to build working relationships with colleagues, whilst still maintaining a professional distance befitting the importance of this role, by being authoritative but empathetic
- Able to work to deadlines and to see task through to completion
- Able to prioritise effectively and balance competing pressures
- To be calm and patient when others around you are not so
- Able to embrace change and manage it successfully
- Be committed to equality and high standards

JOB DESCRIPTION

The Deputy Headteacher is responsible to the Headteacher and deputises for him/her. In the absence of the Headteacher, the Deputy Headteacher shall assume responsibility.

Leadership

As a member of the Senior Leadership Team, the Deputy Headteacher will make a major contribution to the leadership and organisation of the whole school, working to develop a shared vision of the strategic direction of the school and contributing to the identification of priorities for development.

Acting as a conduit between the Principal and the Staff:

- Considerable diplomacy is needed when dealing with delicate situations. Above all, it is vital that the Deputy Headteacher has a strong relationship with the Headteacher, but is approachable to parents, pupils, and, importantly, colleagues
- Maintain a high profile around the school, e.g. before and after school at school events etc.

Communication:

- Ensure that all matters relating to role and responsibilities are communicated regularly, efficiently and effectively to the Headteacher, staff, parents, and pupils as necessary, through formal and informal processes
- Communicate and maintain good relationships with parents, and help to ensure that correct policy and procedure is carried out with respect to social events

Discipline:

- Set clear expectations of behaviour and discipline around the school
- Be seen to follow up disobedience/transgressions
- Liaise with Headteacher and Class Teachers on matters of policy and practice relating to discipline and sanctions

Routine organisation and smooth running of the school:

- Liaise with the Headteacher over weekly and daily routines
- Liaise with staff and oversee organisation of extra-curricular lunchtime and after school activities and clubs
- Have an overview of fixture and events programme for the school calendar
- Co-ordination of school visits
- Oversee, with the Headteacher, planning and organisation of school events including liaising with the Administration team as necessary
- Liaise with the Headteacher regarding school assessments
- Oversee supervision arrangements for regular school activities
- Oversee supervision arrangements for Play Sessions
- Help monitor tidiness and general appearance of the school

Academic: standards and delivery of the curriculum:

- With the Headteacher, take responsibility for academic standards, delivery of the curriculum, and the implementation of necessary policies
- Map and track attainment and progress
- Liaise with colleagues to ensure best possible provision of Learning Support – in class, G & T and one-to-one
- Maintain the curriculum overview, both shape and content
- Supervise curriculum planning – long, medium and short term and updating of relevant documentation
- Co-ordinate tracking of achievement, documenting the results and maintaining records
- Prepare, promote, evaluate and review school policy
- Assist with drawing up curriculum action plans which set realistic targets
- Report and evaluate curriculum progress and discussing initiatives as and when necessary
- Assist in monitoring, evaluating and reviewing classroom practice
- Develop an effective transition strategy
- Attend relevant in-service training and keeping in touch with new developments
- Identify and evaluate training and development needs

Timetable and staffing:

- Assist the Headteacher with the planning and organising of the school timetable
- Monitor the induction of all new members of teaching staff and the induction of N.Q.T.s as required
- Co-ordinate and record staff C.P.D.
- Assist the Headteacher with Performance Management Target setting and monitoring

Development Planning:

- Work with the Headteacher on school development planning, monitoring, review and evaluation

Exercise of particular duties

- Perform any reasonable duties as requested by the Headteacher

VISION STATEMENT

Anfield is a Catholic School, where all are committed to creating a loving, caring and joy filled environment which is inspired by Jesus Christ. Anfield is a place where all children are challenged both academically and spiritually, and encouraged to achieve their full potential in all areas of life.

MISSION STATEMENT

Anfield School/Anfield International Kindergarten aims to:

- Be a caring Christian school community, committed to the development of the full potential of all children, irrespective of their personal faith.
- Educate boys and girls in the life of Christian faith and encourage them towards a joyful, free, self-confident and self-disciplined life of faith and virtue.
- Encourage the development in all students the qualities of personal responsibility, consideration, courtesy, tolerance and respect in their relationships with one another, their teachers, the wider community and the environment.
- Work for excellence in all academic, cultural and sporting endeavours, stimulating excitement in learning and requiring discipline in study, whatever the ability of the child.
- Encourage children to be self-motivated, to strive to do their best in everything they do and to have confidence to take risks. We ask much of their strengths and we support them in their weaknesses.
- Encourage children in independent and critical thinking about the standards and values current in society and the global world and to discover and develop a personal faith to guide them throughout their lives.