

# Anfield School Anfield International Kindergarten Anfield International Kindergarten & Nursery



## Job Description – Deputy Head of School

**RESPONSIBLE TO:** The Head of School

As a teacher at Anfield School 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
- Have knowledge of, and commitment to, all current safeguarding procedures.

### INTRODUCTION

You will be a highly experienced and inspirational teacher with the vision to assist the Head of School 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 Head of School 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 classroom practitioner
- Have experience across more than EYFS / one Key Stage
- Up to date knowledge of EYFS / National Curriculum requirements and expectations
- Senior Leadership experience in a Kindergarten / Primary school
- 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

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## **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 Head of School
- 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 Head of School is responsible to the Head of School and deputises for him/her. In the absence of the Head of School, the Deputy Head of School shall assume responsibility.

### **Leadership**

As a member of the Senior Leadership Team, the Deputy Head of School 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 Head of School and the Staff:**

- Considerable diplomacy is needed when dealing with delicate situations. Above all, it is vital that the Deputy Head of School has a strong relationship with the Head of School, but is approachable to parents, pupils, and, importantly, colleagues
- Maintain a high profile around the school, e.g. at break times in the staff room, at lunchtime in the dining area, at school events

### **Communication:**

- Ensure that all matters relating to role and responsibilities are communicated regularly, efficiently and effectively to the Head of School, 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

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## **Discipline:**

- Set clear expectations of behaviour and discipline around the school
- Be seen to follow up disobedience/transgressions
- Liaise with Head of School 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 Head of School over weekly and daily routines
- Timetable cover for absent colleagues
- 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 Head of School, planning and organisation of school events including liaising with the Administration team as necessary
- Liaise with the Head of School regarding school assessments
- Oversee supervision arrangements for regular school activities
- Help monitor tidiness and general appearance of the school

## **Academic: standards and delivery of the curriculum:**

- With the Head of School, 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 Schemes of Work and relevant documentation
- Co-ordinate baseline testing, standardised tests, external and internal school assessments, 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

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### **Timetable and staffing:**

- Assist the Head of School 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.

### **Development Planning:**

- Work with the Head of School on school development planning, monitoring, review and evaluation

### **Exercise of particular duties**

- Perform any reasonable duties as requested by the Head of School

**VISION STATEMENT**

Our vision is to ensure each child is given a solid foundation of learning, has a sense of self-confidence and self-belief, and is self-motivated, flexible and cooperative.

**MISSION STATEMENT**

Anfield is a Catholic school, in an international setting, where all are committed to creating a loving and joy-filled environment that is inspired by Jesus Christ. Anfield is a culturally diverse environment where all children are challenged, both academically and spiritually, to embrace and expand their international connections, enabling them to achieve their full potential and thrive within the global community.

**GOALS**

- To encourage the development in all students, the qualities of personal responsibility, consideration, courtesy and respect in their relationships with one another, their teachers, the local and global community and the environment.
- To 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.
- To encourage children to be self-motivated, to strive to do their best in everything they do and to have confidence to take risks.
- To encourage children in independent and critical thinking about the standards and values in society and the global community, and to discover and develop a personal faith to guide them throughout their lives.
- To develop in each child a knowledge, understanding and respect for the Catholic faith.
- To prepare children for their next stage of learning in an internationally-minded environment that encourages high standards of achievement and a life-long love of learning.
- To provide an environment where everyone in our school community feels safe and is aware of their rights and responsibilities.
- To continually move forward, through innovation, creativity and endeavour, and to explore the world with its myriad of opportunities and challenges.

**VALUES**

In support of our school's vision and mission statement and stated goals, all students are expected to uphold the following tenets. These are not rules but values that are rooted in the Mission statement, which actively encourage positive behaviour and form the foundation of our school's behavioural policy.

- To be honest at all times
- To respect myself and others
- To treat others with kindness
- To respect my property and the property of others
- To be responsible
- To always try my best

*Anfield is committed to safeguarding and promoting the welfare of children/young people and expects all staff and volunteers to share this commitment. Appointment to the post is subject to an enhanced DBS in UK or the Sexual Conviction Record Check (SCRC) in Hong Kong.*