



### Job Description: Executive Deputy Headteacher

The Diocese of Norwich Education and Academies Trust and the Sandringham Federation are committed to safeguarding and promoting the welfare of Children and Young People and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Executive Headteacher
<b>Grade</b>	Leadership 4 - 8
<b>Hours</b>	1.0 FTE
<b>Location</b>	Based at the Sandringham Federation. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich Education and Academies Trust as needed.

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher status.</li> <li>• Degree or equivalent.</li> <li>• Evidence of further professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• NPQ Training</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to follow the Trust's safeguarding procedures and recognise when to report any concerns</li> <li>• Demonstrate outstanding teaching practice.</li> <li>• Analyse data, evaluate pupil progress, and plan an appropriate course of action for whole school improvement.</li> <li>• Inspire, challenge, motivate, and empower others to carry the vision forward.</li> <li>• Lead and manage people to work towards common goals.</li> <li>• Ability to investigate, resolve problems, and make decisions.</li> <li>• Communicate effectively to a range of different audiences (verbal, written, using ICT as appropriate).</li> <li>• Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education.</li> <li>• Expecting and facilitating all children to reach their potential irrespective of social background.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care.</li> <li>• Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful teaching experience in the primary age range.</li> <li>• Substantial knowledge and understanding of learning and teaching at Key Stage 1/2/EYFS.</li> <li>• Recent experience of working successfully as a senior leader or middle manager in a school.</li> <li>• Leadership of a significant area or phase including responsibility for raising standards across the whole school and contributing to self-evaluation and school improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience teaching in more than one key stage.</li> <li>• Experience in data analysis.</li> <li>•</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• The responsibility of every individual for safeguarding and promoting the welfare of children</li> <li>• A clear understanding of the essential qualities necessary for effective teaching and learning.</li> <li>• The principles of effective assessment for learning.</li> <li>• Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.</li> <li>• Up-to-date knowledge and understanding of the current national education agenda.</li> <li>• Knowledge of current safeguarding child protection procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Confident in whole school self-evaluation.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Creative, enthusiastic, and proactive, keen to embrace new ideas and challenges.</li> <li>• Energy and enthusiasm.</li> <li>• Confidence and excellent interpersonal skills.</li> <li>• Loyalty and confidentiality. Committed to continuing professional development for self and others.</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted</li> </ul>	

	<p>in our Christian values as demonstrated in the life and teachings of Jesus Christ.</p> <ul style="list-style-type: none"><li>• Able to work calmly under pressure and withstand stress</li><li>• Able to work flexibly, and to attend meetings and INSET days as required</li></ul>	
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**Person specification reviewed by:**

**Date:**