**Collierley Primary School**

**Front Street**

**Dipton**

**DH9 9DJ**

Post Deputy Headteacher

Scale Leadership Points L6 - 9

Line Manager The Headteacher

Responsible to The Headteacher and Governors

**Core Purpose**

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers’ Pay and Conditions document and within the range of teachers’ duties set out in that document.

* To carry out professional duties and to have responsibility for an assigned class.
* To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
* To promote the aims and objectives of the school and maintain its philosophy of education and undertake the professional duties of the Headteacher in her absence.
* To make strategic evaluations of teaching, learning, and personnel issues as a supportive and well-motivated team member.
* To support the school in securing effective education for all pupils and the continuous improvement of teaching and learning in the school.

**Leadership**

* To demonstrate a commitment to Equal Opportunities in all aspects of school life.
* To play a leading role in shaping, promoting and maintaining the school’s ethos as articulated in the school aims and improvement plan.
* To effectively lead, plan, monitor and evaluate the Pupil Premium expenditure.
* To take an active role in promoting all lessons being at least good across the school.
* To provide strategic leadership for assessment and intervention practices and ensure that these impact on raising attainment for all.
* To attend and lead staff, curriculum, age-phase and senior management meetings in accordance with their role and responsibility.
* To promote good staff morale, by providing positive leadership, with a view to achieving a healthy work-life balance and to support staff at all stages in their careers.
* To play a leading role in the continuous professional development (CPD) of staff by ensuring that staff attend relevant training.

**Management**

To facilitate effective liaison and communication between the Head teacher and staff.

* To be a good professional role model to colleagues both in terms of teaching and in dealing with pupils, parents, governors, visitors and colleagues providing support, respect and motivation.
* To participate in and take responsibility for specific aspects of the day-to-day running of the school alongside the other members of the SLT.
* To meet regularly with the Headteacher to plan and review developments in school during leadership time.
* To assist and contribute to the planning, monitoring and evaluation of the Quality Assurance Overview.
* To act as line manager to some staff and to performance manage a team of staff in consultation with the Headteacher.
* To keep up to date with relevant educational issues and legislation and discuss regularly at LLTT meetings.
* To work in close partnership with the wider leadership team in order to drive school improvement and raise standards.
* To work in partnership with governors on the selection, appointment, induction, retention, professional development and management of school staff.

**Teaching and Learning**

* To be an exemplar of good primary practice to colleagues in terms of planning, delivery, differentiation, assessment, display, record keeping and classroom management.
* To take an active role in supporting phase teams and curriculum team leaders
* To monitor and promote the Spiritual, Moral, Social Curriculum (SMSC) aspects of learning and teaching.
* To contribute fully to the enhancement of a broad and balanced curriculum.
* To lead whole school assessment ensuring that policies and procedures agreed are met and delivered.

**Curriculum**

* As Curriculum manager to monitor the planning of the curriculum across the school including half termly plans.
* To support staff as appropriate.
* Develop special projects such as curriculum evenings / parent involvement opportunities.

**Monitoring and Evaluation**

In partnership with the Headteacher, to monitor and evaluate:

* The effectiveness of the whole curriculum.
* The system for assessment, record keeping and reporting to parents.
* The school’s progress towards local and national targets and any individual targets for the school agreed with governors;
* The quality of teaching and learning

**Pastoral**

* To develop positive and nurturing relationships with children
* To promote and actively support the safeguarding of children at all times
* To monitor and evaluate the provision for Pupil Premium/Disadvantaged children.

**Finance**

* To assist the Headteacher and School Manager with the management of the school’s delegated budget.

**Community Links**

* To arrange for parents and carers to be given regular information about the school and the progress of their children.
* To maintain and develop the partnership with parents and carers by encouraging active involvement and co-operation in their child's education at individual and collective levels.
* To organise meetings to develop parental partnerships with the school.
* To attend community events.
* To promote the school and develop effective and strong links with local stakeholders.

**General**

* To be aware of and comply with policies relating to Health and Safety, Equal Opportunities and Safeguarding, Data Protection and Confidentiality.
* To act as a ‘sounding board’ and ‘critical friend’ to the Headteacher, always

 demonstrating high standards of personal integrity, loyalty, discretion and

 professionalism in public.

**Governors**

* To report to the Governing Board when required and attend meetings to assist the HT.