



JOB DESCRIPTION	
<b>Post Title:</b>	Deputy Headteacher
<b>Start date</b>	September 2018
<b>Responsible to:</b>	Headteacher
<b>Main purpose of role:</b>	<p>Under the overall direction of the Headteacher:</p> <ul style="list-style-type: none"><li>• Support and work in close partnership with the Headteacher</li><li>• Undertake, to the extent required by the Headteacher, the professional duties of the Headteacher in the event of her absence from the school</li><li>• Lead by example and hold the highest expectations of professionalism and general conduct</li><li>• Contribute to the strategic development, leadership and management of the school by helping to formulate the aims and objectives of the school and establish the policies through which they are to be achieved</li><li>• Be responsible for the standards and curriculum of all pupils including the monitoring of progress and attainment</li><li>• Ensure that the quality of teaching and learning throughout the school is of the highest standard enabling all children to make good progress in their learning and providing a broad, balanced and creative curriculum</li><li>• Organise timetabling across school</li><li>• Be a team leader for staff performance management</li><li>• Act as Designated Safeguarding Lead (including LAC and EHA) with responsibility for promoting and safeguarding the welfare of children and young people within the school</li><li>• Lead on improving outcomes for Pupil Premium and More Able pupils</li><li>• Monitor, develop and support assessment giving consideration to healthy workload</li><li>• Support and organise CPD (Continuing Professional Development) for staff</li><li>• Carry out the duties of a class teacher in accordance with the provision of the current School Teacher's Pay and Conditions Document and within the range of Teacher's duties set out in that document</li></ul>
Responsibilities and Duties	
<b>Strategic Management</b>	<p>Under the overall direction of the Headteacher the post holder will be:</p> <ul style="list-style-type: none"><li>• Formulating the vision, aims and objectives of the school</li><li>• Establishing and monitoring the policies through which they will be achieved</li><li>• Managing staff and resources to ensure quality and value</li><li>• Monitoring progress towards the achievement of school vision, aims and objectives</li><li>• Involved in budget setting and budget monitoring</li><li>• Improving the quality of teaching throughout the school through direct intervention, coaching and performance management</li><li>• Leading training for experienced, NQT and trainee teachers</li><li>• Teaching across the primary age range if required at the request of the Headteacher</li></ul>





### Teaching and Learning

- This is a non-class-based post but the Deputy Headteacher may need to occasionally cover classes for the purposes of professional development, training or to support excellence in teaching and learning
- Work with class teachers, subject leaders, Inclusion Manager (SEND Lead) to ensure that realistic yet aspirational expectations of achievement and progress are established and achieved for all pupils within the phase
- Work with class teachers to ensure that pupil's work is regularly and accurately assessed
- Participate in the evaluation of teaching, learning, the achievement of targets and the effective use of resources and use this to inform future developments
- Liaise with the Senior Leadership Team to develop, promote and monitor any initiatives designed to raise the quality of teaching and learning
- Work with class teachers to ensure high standards of pupil behaviour for learning
- Oversee, with the Senior Leadership Team, the organisation and management of statutory and school assessments
- Maintain an overview of the curriculum to ensure that it is suitably relevant and maintains breadth and balance, consistency and progression
- Work with class teachers and subject leaders to determine and organise, within the resources available to the school, a curriculum which will integrate creativity, events, visits and visitors to enhance the educational experience of all children and promote community cohesion
- Help to maintain effective partnerships between parents and staff to promote pupils' learning

### Staffing

- Maximise the contribution of staff to improve the quality of education provided and standards achieved, through organising and implementing regular meetings and professional training
- Advise and where appropriate contribute to the professional development of staff
- Participate in appraisal arrangements for staff
- Supervise the work of, and give professional guidance to, any trainee or NQT teaching within the school
- Deal sensitively with people, recognise individual needs and take account of these in securing a consistent whole school approach to the raising of standards and the procurement of good pupil progress
- Devolve responsibilities and delegate tasks, as appropriate, and monitor practice to see that they are being carried out
- Acknowledge and utilise the experience, expertise and contribution of others
- Encourage creative and imaginative ways of anticipating and solving problems and identifying opportunities that will enhance the quality of education within the school

### School self-evaluation

- To play an active role in developing the School Self Evaluation, School Improvement and Development Plan and any future Ofsted Action Plan
- To evaluate the outcomes of effective teaching and learning across the school and contribute to the school self-evaluation process
- To monitor, in conjunction with the Headteacher, other post holders and subject leaders, the implementation of the curriculum for the whole school

### Communication

- Enjoy an active part in our senior leadership team
- Provide information for Governors, staff and parents where required
- Develop and maintain positive professional relationships with colleagues, pupils, parents, the local community and the governing body
- Attend and contribute to appropriate middle and senior leadership and governing body meetings





- In the absence of the Headteacher, take such responsibility to ensure that the school operates both effectively and safely
- To deal, in the first instance, with behavioural issues reported by school team members
- Be aware and supportive of the pastoral needs of the staff – both teaching and non-teaching
- Work with colleagues responsible for attendance to monitor and encourage good pupil attendance and punctuality

### Performance Appraisal Lead

- Take part in professional development training activities as required by the Headteacher
- Disseminate relevant information from training sessions to staff in school
- Keep regular records of personal training and courses attended
- Participate in the Performance Management and Appraisal process under the guidance of the Headteacher
- Ensure all aspects of the Appraisal Policy are fully implemented and communicated to all stakeholders
- Agree timetable to carry out monitoring activities, lesson observations, provide verbal and written feedback to designated staff within the agreed timescale
- Organise and carry out target setting, interim and final reviews to assess performance against objectives
- Ensure all meetings are carried out in line with school policy
- Ensure clear lines of communication e.g. reporting to the Headteacher.
- Ensure teaching and learning initiatives are implemented through performance objectives in line with school improvement plan
- Team Leader for Appraisal for designated staff – see agreed list

### Safeguarding

- Ensure that all staff understand and are kept aware and up-to-date with the policies pertaining to child protection and safeguarding
- On a day to day basis, provide guidance and leadership to ensure the highest possible standard of pupil care, record keeping and communication with all safeguarding matters

### In addition, you are required to undertake the following responsibilities:

- Where appropriate contribute to the development of Hareside Primary in its work relating to school to school support
- To take a lead in ensuring that information from assessment data is used to improve the effectiveness of teaching and to target and track identified groups
- To monitor teaching and learning across the school within the planned framework
- To take a lead responsibility for child protection issues, providing advice and support to staff, liaising with the local authority and working with other agencies to ensure child protection concerns are dealt with promptly and effectively
- To have responsibility for Pupil Premium and More Able children
- Educational Visits Co-ordinator for EVOLVE
- Joint Lead Professional for EHA
- Joint liaison for parental complaints
- Contribute to the general management of the school as an active member of the Leadership Group

### Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher





### Work/life balance

- All staff should enjoy a reasonable work/life balance, being able to achieve a satisfactory balance between the time required to discharge their professional duties and the time required to pursue their personal interests outside work
- This post includes dedicated leadership/PPA time in consultation with the Headteacher

### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation. It is current at the date shown, but after consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title and future school or national developments.

The Deputy Headteacher will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is appropriate to the School Teachers' Pay and Conditions Document and is not specified within this job description.

Signature of post holder:

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Date:

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Signature of Headteacher:

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Date:

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