

**Post:** Deputy Head Teacher

**Responsible to:** Head Teacher

**Individual Pay Range:** L4– L8

**Job Purpose:** The Deputy Head Teacher is responsible for:

- carrying out the professional duties of a teacher;
- deputising in the absence of the Head Teacher as required;
- assisting the Head Teacher in developing, managing and organising the school and its staff;
- any special functions or tasks allocated.
- To lead and teach within the key stage relevant to the needs of the school. A major subject area or similar level of responsibility initially to be the school Literacy Lead, responsible for all the attainment and progress of all pupils in Literacy.

**Key Relationships:**

Staff, pupils, Head Teacher, Governing Body, LA representatives, Partner Schools and parents.

**All members of the school's Senior Leadership Team are expected to:**

- Reflect the school's vision , aims and ethos by promoting and developing a learning, caring culture
- Promote outstanding teaching and learning by modelling this in their own lessons as either a named class teacher or within a set teaching timetable
- Demonstrate leadership by example in personal behaviours and appearance
- Set high standards, acting as role models for colleagues
- Show a commitment to enabling all children to maximise their achievements
- Contribute to the provision of a safe, secure learning environment
- Support the school's endeavours to meet the needs of its community
- Manage staff in a way that promotes their skills, confidence and expertise

**Deputy Head Teacher Main Duties:**

The following list is typical of the duties the Deputy Head Teacher will be expected to perform. It is not exhaustive and other duties of a similar nature and level may be required.

- To carry out the duties of a Deputy Head Teacher as set out in the School Teachers' Pay and Conditions Document
- To participate in devising a School Development Plan by taking a lead role in implementing specific objectives

- Support the Head Teacher in the School Self Review and monitoring procedures, including the strategic use of analysis of performance data
- Implement and maintain the assessment systems of the school
- Lead the implementation and the maintenance of the positive behaviour systems of the school
- Participate in and carry out Performance Management of designated staff
- Have responsibility in conjunction with the SLT for the development of planning, coverage and delivery of the National Curriculum and teaching and learning policies
- To plan and manage school timetables including the development of staff and physical resources.
- The post holder shall support the designated person in taking responsibility for child protection issues, providing advice and support to staff, liaising with the local authority and working with other agencies in order to ensure child protection concerns are dealt with promptly and effectively
- To work strategically with the Governing Body and Head teacher in the future growth of the school

#### **Specific Responsibilities of this post**

- Attend SLT meetings along with other members of the SMT to identify underachieving pupils or groups.
- Liaise with staff to design a programme of interventions to accelerate the progress of those pupils not making expected progress.

#### **Generic Responsibilities of all teachers**

1. Establish a purposeful and safe learning environment and manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline and a supportive culture in line with the school behaviour policy.
2. Contribute to the monitoring and development of SEN pupils to ensure suitable opportunities are provided for learners aspirations to be met.
3. Plan effectively in the short, medium and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the curriculum and the differentiated needs of learners are met. Plan and prepare extended schools opportunities including after-school clubs, visits and visitors and work with parents and the community.
4. Be aware of and apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved. Deliver lessons to groups of learners or classes. Demonstrate the positive values, attitude and behaviour expected from learners.
5. Assess record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements. Provide timely, accurate and constructively feedback on learners' attainment, progress and areas of development.

6. Demonstrate ongoing development and application of teaching practice, expertise and subject, specialism and/or phase knowledge to enrich the learning experience within and beyond the teacher's assigned class.
7. Communicate effectively and work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
8. Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school aims.
9. To work effectively with/be aware of and assist integrated processes, such as Common Assessment Framework and local opportunities which support every child, young person and their families.
10. Promote the safeguarding and welfare of children and young persons the post holder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of well being of children and young people. Take appropriate action where required.
11. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

### **Teaching and Learning Responsibilities**

12. Lead learning by developing and implementing assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner achievements are met.
13. Lead, develop and enhance the teaching practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning for learners.
14. Lead, manage and develop Literacy provision to provide programmes/activities that match learner's aspirations and potential and achieve excellence and enjoyment for learners.
15. Facilitate an ethos with the team with encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.

### **Personal Responsibilities**

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policies and relevant Health and Safety Guidance and legislation
- To promote the Safeguarding of children
- To use information technology systems as required to carry out the duties of the post in the most efficient manner
- To undertake training and professional development as appropriate.