

JOB DESCRIPTION

Post title: Deputy Head Teacher
Academy: Atkinson Road Primary Academy
Reporting to: Head of School
Salary/Pay range: £49,000 per annum

Purpose of Job

To assist the Head of School in managing, organising and developing the school and its staff, including staff absence

To carry out other management responsibilities or tasks allocated

To carry out the professional duties of a teacher

Main Duties and Responsibilities

- To carry out the professional duties of a Deputy Head Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the schools schemes of work and the National Curriculum.
- To assist the Head of School and the leadership team in the management, organisation and running of the school, including assisting in the development and implementation of school aims, objectives, procedures, policies and practices
- To develop and sustain a secure, caring, welcoming, happy and stimulating learning environment for children of all cultures, abilities and backgrounds.
- To manage staff and resources to ensure the safe and effective running of the school.
- To manage and monitor budgets for training, resources and equipment.
- To contribute to the development of the school improvement plan and SEF and take a lead role in implementing specific objectives.
- To demonstrate good teaching practice and innovate, inspire and motivate other staff.
- Promote teamwork and trust and be a professional role model for other staff.
- To participate in, and where appropriate, lead staff training and development and continuous professional development. Assist the Head of School in the implementation of performance management systems.
- Monitor, evaluate and set target for appropriate areas.
- To plan and manage school timetables.
- To use ICT effectively to support management and learning activities and develop pupils' competence and independence in its use.
- To work closely with Inclusion Manager, Welfare Manager and additional SENCO to ensure every child's needs are met.
- To promote and implement the school's equal opportunities policies in all aspects of employment and service delivery.
- With Head of School, be responsible for recruitment of staff
With Head of School, take a leading role in Performance Management and monitoring teaching and learning.
- Manage, co-ordinate and evaluate pupil data, including attendance.

- To advise, support and work closely with the governing body to enable it to meet its responsibilities
- Any other duties as may reasonably be requested by the Head of School. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required