



Job Description

Job title:	Deputy Head Teacher
Reports to (job title):	Head teacher
Level and scale point:	Leadership Range 10-14

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

To work with the head teacher, governors and leaders to ensure the very best education for the pupils, through achieving the organisation's aims and objectives. In particular, to develop and manage the curriculum and teaching and learning policies.

Main Duties /Responsibilities

- sustaining the aims and objectives of the school, and establishing the policies through which they will be achieved; managing staff and resources to that end; and monitoring progress towards their achievement
- sustain the vision, ethos and policies of the school
- working to maximise pupils' progress towards their full potential
- liaising with the stakeholders to support school improvement
- lead new initiatives across school

LEADERSHIP

- ensure the maintenance of high performance standards
- ensure that the ethos of the school underpins and shapes all strategic leadership responsibilities
- strive to achieve all targets
- work strategically, self-evaluating working within a robust system of monitoring
- be a line of communication between all staff and the leadership team
- adopt a positive attitude that motivates and inspires other members of staff, helping to enable staff to carry out their roles to the highest standard
- take responsibility in conjunction with other relevant members of staff, for the induction of new staff
- ensure you take personal responsibility for your own professional development
- undertake any professional duties delegated by the Head teacher
- carry out the professional duties of head teacher in the event of his/her absence from the school
- contribute towards recruitment and interviewing processes
- implement the school performance management process, to ensure:

- the annual performance management of agreed staff
- consistently high levels of performance and commitment from all members of staff
- appropriate opportunities for professional development for all staff
- build and maintain excellent relationships with the school stakeholders
- work with leaders to develop improvement plans
- take responsibility for the day to day running of the school as appropriate

CURRICULUM

- with leaders, develop and maintain an appropriate and inclusive curriculum, designed to reflect the best current educational thinking, practice and research
- working collaboratively, make sure parents and pupils are well informed about the curriculum, attainment and progress
- translate the curriculum plans into effective school timetables
- lead an area of school development, keep up to date with developments and liaise with all relevant outside agencies

TEACHING AND LEARNING

- make sure teaching and learning reflects the ethos of the school and ensures the highest standards in every students' learning
- develop and maintain high quality transition processes
- monitor, evaluate and review classroom practice and promote improvement strategies
- give regular feedback to colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives, resulting in a tangible impact on pupils' learning
- undertake a teaching commitment at a level consistent with the needs of the school and the demands of the post
- participate in appropriate meetings with colleagues and parents relating to the above duties

Prepared by:

Name:	Clare Scott	Signature:		Date:	
Title	Headteacher				

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.