

Archibald First School

Deputy Headteacher

Job Description

Post Title:	Deputy Headteacher
Pay Scale:	Leadership Group range L7 - 11
Responsible to:	Headteacher
Responsible for:	Performance management of identified teaching and non-teaching staff
Job Purpose:	<p>To:</p> <ul style="list-style-type: none">▪ Assist the Headteacher in managing, organising and developing the school and its staff▪ Deputise for the Headteacher as required▪ Carry out other management responsibilities or tasks allocated▪ Carry out the professional duties of a teacher

Main Responsibilities:

The following list is typical of the level of duties, which the Deputy Headteacher will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

General

1. To carry out the professional duties of a Deputy Headteacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's policies and the National Curriculum
- 2 To undertake the professional duties of the Headteacher in the event of their absence from the school, as required by the governing body
- 3 To assist the Headteacher and the leadership team in the management, organisation and running of the school, including supporting the development and implementation of school aims, objectives, procedures, policies and practices
- 4 To assist in development of the school development plan and take a lead role in implementing specific objectives measuring impact
- 5 To lead and support staff and manage resources and budget in a key area (to be specified on appointment) to support the overarching objectives of the school development plan and impact on learners' achievements

- 6 To demonstrate outstanding teaching practice and innovate, inspire and motive other staff. Promote teamwork and trust and be a professional role model for all others
- 7 To participate in, and where appropriate, lead staff training and development and continuous professional development. Assist the Headteacher in the implementation of performance management systems
- 8 Use a range of strategies, including listening to pupil voice, to monitor and evaluate standards and progress
- 9 Support staff in the accurate setting of targets for groups of children and produce reports for the monitoring of progress and attainment across all phases
- 10 To plan and manage school timetables. Work with the SENDCO to ensure appropriate time is allocated for the support of pupils with SEND
- 11 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 in order to ensure child protection concerns are dealt with promptly and effectively
- 12 To work effectively with, be aware of and assist integrated processes, such as Early Help Plan and local opportunities, which support children, young people and their families

Specific

- 13 Deputy Safeguarding Lead
- 14 To be specified on appointment

November 2019