



Whittingham C of E Primary School

Deputy Head Teacher Job Description

Whittingham
C of E PRIMARY SCHOOL

This job description should be read in conjunction with the School Teachers Pay and Conditions Document

In addition to carrying out the professional duties of a teacher, the Deputy Head Teacher will:

- have a major role in the leadership in our school enabling all to flourish within our Christian ethos;
- demonstrate high standards of personal integrity, loyalty, discretion, optimism and professionalism;
- work in partnership with the Head Teacher to sustain the school's continuous drive to improve standards and achievement through outstanding provision;
- assume the duties of the Head Teacher in their absence;

Strategic Direction and Development of School

The Deputy Head Teacher will work with the Head Teacher, Governing Body, staff and children to develop the strategic vision of the School within its community.

The Deputy Head Teacher will:

- contribute to the creation and implementation of the School Development Plan;
- communicate effectively the long, medium- and short-term objectives of the SDP to all staff;
- contribute to the planning of effective organisational and administration systems;
- analyse data and use those findings to inform the School Development Plan and practice;
- contribute to school strategies to ensure that all children achieve well;

Teaching and Learning

The Deputy Head Teacher will work with the Head Teacher and Governing Body to maintain an environment that promotes and secures outstanding teaching and learning, high standards of achievement and excellent behaviour. In particular, the Deputy Head Teacher will take the lead for:

- Curriculum and Assessment
- Teaching and Learning

The Deputy Head Teacher, in partnership with the Head Teacher, will:

- provide a clear educational direction for the school;
- contribute to the establishment and implementation of policies that promote effective professional practice;
- contribute to monitoring and evaluating the quality of teaching and learning;
- create and maintain an effective partnership with families to improve children's achievement and personal and social development;
- provide subject leadership in math and computing;

Leading and Managing Staff

Working with the Head Teacher, the Deputy Head Teacher will lead, motivate, support, challenge and develop staff to secure improvement.

The Deputy Head Teacher will:

- support the Head Teacher to ensure professional duties are fulfilled as specified in the terms and conditions of service for teachers;
- plan, allocate, support and evaluate the work undertaken by teaching and support staff as groups, teams and individuals;
- be responsible for the appraisal and professional development of named staff (teachers, teaching assistants and support staff);
- motivate and enable all staff to develop expertise in their respective roles through continuing professional development;

'Hand in hand together we will become resilient, respectful and responsible citizens of our community and the wider world.'

- provide an example of 'excellence' and inspire other staff;

Efficient and Effective Deployment of staff and resources

Working with the Head Teacher the Deputy Head Teacher will contribute to decisions about the deployment of staff.

The Deputy Head Teacher will:

- Work with the governors and Head Teacher to recruit and appoint staff.

Accountability

The Deputy Head Teacher will support the Head Teacher to account for the effectiveness of the school to the Governors and others, including families, staff and the local community.

The Deputy Head Teacher will:

- provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improve standards of achievement;
- support all staff in their accountability for the school's success;
- present regular reports on the school's performance to Governors, LA, Diocese and Ofsted as required;
- contribute to the establishment and monitoring of systems that keep families well informed about the curriculum, and children's learning;

Safeguarding

The Deputy Head Teacher will support the Head Teacher, staff and Governors in managing safeguarding within school, in the implementation of the Child Protection Policy and other related policies.

The Deputy Head Teacher will:

- act as the Designated Safeguarding Lead in the absence of the Head Teacher ;
- attend training appropriate to the role of Designated Safeguarding Lead;
- manage referrals and attend meetings as appropriate;
- raise awareness of Child Protection and safeguarding within the school community;

Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The Deputy Head Teacher will, in addition, undertake such reasonable activities as the Head Teacher and Governors may require, from time to time.

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers' terms and conditions of employment and/or any relevant school improvement priorities set. Any major changes will involve discussion and consultation.