



## Job description

### Deputy Headteacher

Leadership scale L10 - L14

Responsible to Headteacher

Main purpose - To provide professional leadership for the school, which secures its success and improvement, ensuring high quality education for all its students and outstanding standards of learning and achievement.

Effective from January 2021 or as soon as possible

#### **Job purpose:**

To carry out the professional duties of a Deputy Headteacher as directed by the Headteacher so as to ensure the effective management of the school on a day to day basis.

To undertake the professional duties of the Headteacher, in the event of their absence from the school.

To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved.

To lead and motivate staff to achieve the aims and objectives of the school.

#### **Main duties and responsibilities:**

##### **1. Strategic direction and development of the school**

- 1.1 Provide inspiring and purposeful leadership for the staff and students of the school.
- 1.2 To work in partnership with the governing body, staff and parents generating the ethos and values which underpin the school.
- 1.3 To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- 1.4 Lead and manage staff to deliver a broad and balanced curriculum
- 1.5 To lead a subject area
- 1.6 To work with other schools in the Ouseburn Learning Trust to secure excellent outcomes for all pupils.



# RAVENSWOOD

PRIMARY SCHOOL

## **2. Teaching and learning**

- 2.1 To be an outstanding teacher
- 2.2 To promote and secure always good, and frequently outstanding teaching, effective learning and high standards of achievement
- 2.3 To organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- 2.4 Ensure that students develop the skills to learn more effectively and with increasing independence.
- 2.5 To ensure excellent progress is made by all groups of learners.
- 2.6 To determine and implement positive strategies and programmes which ensure excellent student behaviour and discipline.
- 2.7 Develop and maintain effective links with families to improve students' achievement, progress and personal development.
- 2.8 Promote and support extra-curricular activities.

## **3. Efficient and effective deployment of staff and resources**

- 3.1 Work with governors and the Headteacher to recruit and retain staff of the highest quality.
- 3.2 Create an ethos within which all staff are motivated and supported to develop their own skills and knowledge.
- 3.3 Deploy and develop all staff effectively in order to improve the quality of education provided.
- 3.4 Take part in the appraisal of support staff and promote and monitor their continuing professional development.
- 3.5 To support strategic, curriculum led financial planning to ensure the effective use of budgets and resources.

## **4. Safeguarding Children & Safer Recruitment**

Ravenswood Primary School is committed to safeguarding and promoting the welfare of children and young people in our school and expects all staff and volunteers to share this commitment. All appointments will be subject to an enhanced Disclosure and Barring Service check (with a children's barred list check).

**Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required.**

**This job description is current at the time of appointment but you may be directed to undertake other duties as required to ensure the smooth running of the school and following consultation with you, the job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.**