## master-logo

## Job Description for Deputy Head Teacher SMART Multi Academy Trust

## Farne Primary School

|  |  |
| --- | --- |
| **Post Title:** | Deputy Head Teacher |
| **Pay scale:** | Leadership Group range L7 – L11 |
| **Responsible to:** | Executive Head Teacher |
| **Responsible for:** | Deputising in the absence of the Executive Head Teacher; assisting in the development of a creative, broad and balanced curriculum; ensuring that teaching improves pupil outcomes throughout school and secures pupils’ positive attitudes to learning; behaviour management and Deputy Designated Safeguarding Lead throughout the school. |
| **Job Purpose:** | To:   * assist the Executive Head Teacher in leading, managing, organising and developing the school and its staff; * deputise for the Executive head Teacher 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 Head Teacher 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 Head Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.

2 To undertake the professional duties of the head teacher in the event of their absence from the school as required by the Board of Trustees or the Local Governing Board.

3 To assist the Executive Head Teacher 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.

1. To lead and manage staff and resources as directed by the Executive Head Teacher.
2. To assist in development of the school improvement plan and take a lead role in implementing specific objectives.
3. To demonstrate good teaching practice and innovate, inspire and motivate other staff. Promote teamwork, build trust, and be a professional role model for other staff.

7 To participate in, and where appropriate, lead staff training, development, and continuous professional development. Assist the Executive Head Teacher in the implementation of performance management systems.To assist the Executive Head Teacher in developing and co-ordinating a broad, balanced and creative curriculum.

1. To monitor, evaluate and set targets for appropriate areas.
2. To plan and manage school and staff timetables.
3. To undertake the role of deputy designated safeguarding lead and be responsible, alongside the Executive Head Teacher, for liaising with the local authority and other agencies in order to ensure concerns are promptly and effectively managed.
4. To uphold the ethos of the school and operate within all policies and procedures.
5. To be aware of all health and safety requirements and follow all guidance.
6. To uphold the Academy Trust policies on equality.

**Specific Responsibilities**

|  |
| --- |
| Strategic Direction and Development of the School   * To help to formulate the aims and objectives of the school and its policies. * To help embed the vision, values, ethos and ambitions of the school. * To keep up to date with and share knowledge of current issues in education. * To contribute to effective school self-evaluation and improvement planning.   Leadership and Management   * To work with the Leadership team to present an accurate and coherent account of the school’s performance. * To lead priority areas of the school improvement plan as directed by the Executive Head Teacher. * To support the head teacher to effectively manage the deployment and performance of all staff, teams and pupils. * To work with the Executive Head Teacher on the organisation and day to day running of the school and on the efficient management of school resources. * To lead the curriculum across school alongside the Executive Head Teacher. * To lead and organise staff CPD, mentor NQTs and manage students and volunteers within school. |
| Teaching and Learning   * To be a consistently outstanding role model and play a major role in the development of high quality teaching and learning throughout the school. * To have a supportive teaching commitment for groups and classes. * To work with the Executive Head Teacher to ensure the ongoing monitoring and regular evaluation of the quality of teaching and learning and the development of a broad, memorable and rich curriculum. * To ensure creativity in the curriculum and promote curriculum enrichment. * To promote the effective management of pupil behaviour and safeguard the welfare of children and young persons. |
| Other Duties   * To implement policies and procedures to promote high standards of behaviour and positive attitudes for all children. * Share in the leading of assemblies and the inclusive ethos of the school. * To develop and maintain positive and effective relationships with parents and carers, governors and other community partners. * Carry out other duties commensurate with the post. * In common with all new Smart Trust employees a mobility clause means that with prior agreement an individual may be asked to discharge duties in another smart school on a time limited or permanent basis. |