|  |
| --- |
| **Deputy Headteacher** **Job Description** |
| **Core Purpose** |
| * 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.
* To share in the leadership and the corporate responsibility of the school
* To assist the Headteacher and governing body in ensuring high quality education for all pupils, continuous school improvement and on-going staff development
* Support the Headteacher and lead by example - with integrity, creativity, resilience, and clarity
* To take full responsibility for leading and managing significant aspects of the school as directed by the Headteacher and governing body
* To undertake, in the absence of the Headteacher, the professional duties of the Headteacher
 |
| **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
* To support the Headteacher in the strategic overview of the school.
 |
| 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
* To support the Headteacher to effectively manage the deployment and performance of all staff, teams and pupils
* To co-ordinate and manage the Continuing Professional Development of all staff
* To work with the Headteacher on the organisation and day to day running of the school and on the efficient management of school resources
* To attend main governors’ and sub-committee meetings, and maintain links with area specific governors.
* Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
* Hold all staff to account for their professional conduct and practice
* Liaise with external agencies regarding the well-being of staff and children.
 |
| 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
* Where necessary, to support the teaching teams by covering CPD, PPA, NQT or emergency absence sessions
* To work with the Headteacher to ensure the ongoing monitoring and regular evaluation of the quality of teaching and learning and the development of a high quality broad and enriched curriculum
* Secure excellent teaching through sharing best practice and developing a programme of coaching
* To promote the effective management of pupil behaviour and safeguard the welfare of children and young persons
 |
| Curriculum Leadership* Be the lead in devising an enriching curriculum which enables children and young people at all levels to excel, achieve recognised success and enjoy their learning experiences
* To ensure the curriculum provides continuity, progression, engagement and relevance.
* To lead on the provision for creativity, enquiry and problem solving in the school’s curriculum, whilst ensuring key learning skills and knowledge are planned for
* To monitor and evaluate the quality of teaching and learning and pupil progress which leads to improvement.
 |
| Assessment, Recording and Reporting* To lead on recording, analysing and reporting of assessment data
* To guide and advise the leadership team when setting statutory targets and integral targets for attainment
* Play a key role in pupil progress tracking systems
* To lead pupil progress meetings and oversee intervention programmes and to liaise with the SEND lead
* To ensure that parents and pupils are well informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement
 |
| Other Duties* To implement policies and procedures to promote high standards of behaviour and positive attitudes for all children
* To develop and maintain positive and effective relationships with parents and carers, governors and other community partners
* To lead assemblies and other whole school events.
* To act as NQT induction tutor and co-ordinate student placements as required
* To act as a designated lead in terms of safeguarding including supporting with the Child Protection caseload and LAC provision.
* Support the Head Teacher and governors in recruitment procedures.
* Any other duties as deemed reasonable by the Headteacher.
 |
| *The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers’ Pay and Conditions Document.* |