

**White Mere Community Primary School**  
**Job Description**  
**Deputy Headteacher**

**Line Manager:** Headteacher/Performance Management Appraiser

The Teacher will be expected to be meeting the appropriate teaching standards.

**Leadership and Management:**

- To deputise for the Headteacher.
- To support the Headteacher in formulating and sharing the vision, values and aims of the school.
- To engage fully with the process of school improvement, identifying priorities and planning and evaluating resulting actions.
- To take a strategic leading role for core curriculum subjects and in shaping and reviewing all curriculum development resulting in the offer of a broad, balanced and creative curriculum to all.
- To assist the Headteacher to monitor and evaluate the effectiveness of teaching and learning throughout school and thus sustain progress for all learners.
- To identify training and professional development needs of school staff, including those newly appointed, in relation to their teaching and leadership responsibilities.
- To gather, analyse and evaluate a range of data in support of school improvement priorities and pupil outcomes, ensuring any record keeping systems utilised are effective and manageable.
- To carry out the role of safeguarding designated person and ensuring individual roles and responsibilities are understood.
- To provide a high level of pastoral support and have high expectations for behaviour throughout school.
- To effectively build positive relationships within the community, by promoting the aims and ethos of the school.
- To lead, monitor and support a reflective Phase Team ensuring whole school practice and policy is consistently implemented.
- To provide regular updates on developments to the Headteacher and Governing Body.

**Teaching and Learning:**

- To ensure planning and teaching are effective for all children.
- To organise the classroom to provide an effective teaching and learning environment.
- To follow school policy in terms of marking and feedback.
- To work with the Phase Team to ensure a consistent approach following school policies/schemes/practices.
- To have high expectations for all children.
- To plan appropriate interventions for children who require them.
- To use a variety of teaching styles.
- To encourage children to become independent learners.
- To seek and give curriculum support to others as required.
- To maintain good order and discipline in the classroom/school and follow school policy.
- To be a good role model.
- To work effectively as part of a team and be committed to collaborative working.
- To attend staff training days and staff meetings.

#### **Assessment:**

- To undertake on-going assessment, observations, tests, SATs etc. to feed into planning.
- To ensure tracking and other records are regularly updated.
- To interpret school data and use it to ensure future progress.
- To be able to identify priorities for teaching from formative and summative assessments and discuss this with other members of the school team.
- To support children to carry out age appropriate self-assessment/peer assessment.
- To set appropriate targets for individuals/groups/class/year groups.
- To work with other staff to discuss judgements of pupils' assessments.
- To take responsibility for identifying pupils with SEND and producing IEPs for those children who require one and ensuring that appropriate support/ intervention is in place.

#### **Resources**

- To ensure that quality resources are provided that are appropriate and accessible.
- To teach children to look after resources and use them correctly.

**Liaison**

- To work as a phase to plan effective learning (refining existing plans to ensure they closely meet individual/group needs) and deliver an appropriate curriculum.
- To work reflectively with other members of the team - sharing good practice and offering support when necessary.
- To liaise with staff throughout the school to ensure a whole school approach, again sharing good practice and offering support as appropriate.
- To establish and promote positive partnership with families and work closely with them to ensure the best outcomes for their child.
- To establish links with the community.

**Pastoral Care**

- To be responsible for the safety and welfare of the children in your class and the school community.
- To supervise the work of any adult or student working with you.
- To share responsibility for the behaviour and manners of children throughout the school and follow the school policy for this.