



Greatham
CHURCH OF ENGLAND
Primary School

Greatham Church of England Primary School – Job Description Deputy Headteacher

Name	
Salary Scale	L2-6
Post Title	Deputy Headteacher
(Senior Post within the school staffing structure)	<i>(Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for Deputy Headteachers and the school's own policy)</i>
Main purpose of the job	<p>To support and assist the Headteacher by providing dynamic and professional leadership and management to reflect 'policy in practice' by:</p> <ul style="list-style-type: none"> • Sharing and modelling the school's vision and values • Developing and motivating staff, setting high expectations and aspirations for all • Raising the attainment and achievement of all pupils • Contributing to rigorous school self-evaluation • Take full responsibility for the school in the absence of the Headteacher • Carry out the professional duties of a teacher
Key Responsibilities	
Member of the SLT	<ul style="list-style-type: none"> • Undertake the full responsibility for all matters relating to the school in the absence of the Headteacher, in accordance with school policy and the agreed approach of the Headteacher • As part of the SLT maintain a high profile as an example of best and leading practice • To work alongside the Headteacher to use a range of data sources to set targets and improve outcomes • Be able to present an accurate and coherent account of the school's performance to a range of audiences • Collaborate with others in the organisation of whole school events and the wider school agenda • Work with a variety of multi-agencies to support the best possible outcomes for pupils • Alongside the Headteacher, deploy staff effectively to meet specific objectives and needs
Strategic Direction/Shaping the Future	<ul style="list-style-type: none"> • Support the Headteacher and Governors in promoting and developing a vision for the future of the school; ensuring it is clearly articulated, shared and understood and acted upon effectively by all • Actively support the development of the Christian ethos as a Church of England primary school, including the spiritual development of pupils and the school's role in the community; • Play a significant role in the school improvement planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility • Develop and implement policies and practice which reflect the school's commitment to high achievement and attainment • Promote and enhance a culture of team work in which all stakeholders views are valued and taken into account

	<ul style="list-style-type: none"> • Demonstrate high standards of personal integrity and professionalism across all aspects of school life • Play a key role alongside the Headteacher in areas such as Teaching and Learning, Standards of attainment, Pedagogy, Performance Management, Subject Leaders and leading on whole school areas
Leading Teaching & Learning	<ul style="list-style-type: none"> • Providing an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff • Work with the Headteacher to raise the quality of teaching and learning and pupils' achievement setting high expectations and monitoring and evaluating effectiveness of learning outcomes • Coach and develop staff to maximise impact on effective teaching and learning • Share the responsibility for the analysis of key school performance data to ensure high standards are promoted • Plan, organise and deliver Professional Development where necessary • Keep abreast of the latest developments and be able to disseminate to others, including SLT and Governors • Ensure a broad and balanced curriculum is in place which meets the needs of the range of pupils in school and makes strong links with the local community • Demonstrate a commitment to positive behaviour management both in class and across whole school environment
Developing self and working with others	<ul style="list-style-type: none"> • Work with the Headteacher to build a professional learning community both within and beyond the school • Promote an ethos in which every individual is treated with dignity and respect • Promote safeguarding to ensure the welfare of pupils is paramount • Implement along with the Headteacher a clear, robust system of Performance Management where best practice is celebrated and shared and underperformance is addressed • Reviewing own practice, setting personal targets and having a commitment to own Professional Development relevant to the post • Set high expectations for your own performance and that of others
Strengthening Community	<ul style="list-style-type: none"> • Identifying opportunities, with the Headteacher and SLT, to further involve parents, carers, community and business organisations to enhance and enrich pupils' experiences • Promote partnership working across the cluster and beyond to strengthen community cohesion • Respond to an understanding of the diversity of the school community • Contribute to policies and practice which promote equality of opportunity and tackle prejudice • Maintaining positive perceptions of the school through relevant engaging items such as school website, newsletters and the local media • Promote and model excellent relationships with parents, which are based on partnerships to support and improve pupils' achievement, attainment and overall well-being

Agreed:

Date:

Signed: _____ **Post Holder**

Signed: _____ **Headteacher**

The work of the school changes and develops continuously which in turn requires staff to adapt and adjust. 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 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 from time to time. Any major changes will involve discussion and consultation with you.