



South Gosforth First School
'Roots to grow and wings to fly'

South Gosforth First School

Deputy Head Teacher

Job Description

Post Title:	Deputy Head Teacher
Pay Scale:	Leadership Group range L7 - 11
Responsible to:	Head Teacher
Responsible for:	Performance management of identified teaching and non-teaching staff
Job Purpose:	<p>To:</p> <ul style="list-style-type: none">▪ Assist the Head Teacher in managing, organising and developing school provision and staff, as well as contributing towards the wider strategic aims of school▪ Deputise for the Head Teacher as required▪ Carry out other management responsibilities or tasks allocated▪ Carry out the professional duties of a Class 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, where appropriate.

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 curriculum intent, vision, values and policies.
2. To undertake the professional duties of the Head Teacher in the event of their absence from the school, as required by the governing body. In this event, the Deputy Head Teacher will be expected to fulfil the professional responsibilities of a Head Teacher, as set out in the School Teachers' Pay and Conditions document.
3. To assist the Head Teacher and the Senior Leadership Team in the management, organisation and running of the school, including supporting the development and implementation of school's strategic aims, policies and practices.
4. To assist in the development of our school improvement plan and take a lead role in implementing specific objectives, ensuring that impact is effectively measured and appropriate refinements are made to secure the best outcomes for pupils.

- 5 To lead and support staff, manage resources and budget and effectively monitor a key area of curriculum provision (to be specified on appointment) in order to positively impact upon pupils' achievements.
- 6 To demonstrate outstanding teaching practice and innovate, inspire and motivate other staff. Promote team work and trust and be a professional role model for everyone in our school family in order to build a strong, positive and supportive culture.
- 7 To participate in, and where appropriate, lead staff training and continuous professional development in a range of specified areas. Assist the Head Teacher in the implementation of effective performance management systems (Support and CPD structure) as well as coaching and mentoring of staff.
- 8 Use a range of strategies, including the use of attainment data, pupil voice and wider self-evaluation strategies, to monitor and evaluate standards, expectations and progress.
- 9 Carefully analyse assessment and progress data and use it diagnostically to inform provision to ensure that no child is left behind.
- 10 To actively research and keep abreast of the latest educational initiatives and share pertinent developments with senior leaders to ensure that school continues to implement innovative practices.
- 11 To work alongside the Head Teacher, School Business Manager and other key stakeholders on the redevelopment of the school building and introduction of a new school nursery.
- 12 To plan and manage school timetables and work alongside the SENDCO in order to ensure that appropriate time and resources are allocated to support pupils with SEND and additional needs.
- 13 To take a lead responsibility for child protection issues, providing advice and support to staff, liaising with the local authority and working with other agencies in order to ensure that any safeguarding concerns are dealt with promptly and effectively.
- 14 To assist in integrated processes, such as Early Help Plans and other multi-agency approaches which support young people and their families.

Specific

- 15 Deputy Designated Safeguarding Leader
- 16 Active role on the governing body
- 17 To be specified on appointment (Wider Curriculum, ECT mentor, Staff Induction and Pupil Premium likely)