



## **Wylam First School**

### **Deputy Headteacher (with a teaching responsibility)**

#### **Job Description**

**Job Title:** Deputy Headteacher  
**Responsible to:** The Head Teacher and Governing Body  
**Responsible for:** Allocated teaching and support staff

#### **Role Purpose**

In conjunction with the Headteacher, to provide professional leadership, vision, strategic direction and management for the School and the Trust.

Assisting the Headteacher to manage the school on a day-to-day basis and deputising for the Headteacher when the Headteacher is not on school site and during other absence.

To work with the Headteacher to deliver an exciting, broad and relevant curriculum that acknowledges that all children are different and need access to a range of experiences; where skilled teaching is about provoking curiosity, engaging interest, encouraging creativity and stimulating learning, and not just about delivery of content.

To enable continuous improvement in order to maintain the School's ongoing success and further improve all aspects of the School's performance and standards to ensure the highest quality education for all pupils and the highest standards of learning and achievement.

To ensure the safeguarding and welfare of all pupils.

To be responsible and accountable for delivering inclusive, excellent classroom practice in accordance with the national curriculum, national guidelines, the Teacher Standards and the school development plan, achieving the highest possible standards in work and conduct.

## **Strategic Direction**

- Making a leading contribution to the development of the School's and Trust's ethos and mission statement, respecting and following these at all times.
- Support and promote the aims and ethos of the School/Trust and contribute to a clear vision for an effective school.
- Initiating and managing change and improvement through demonstrating entrepreneurial and innovative approaches to school improvement, leadership and governance to develop the schools and the staff.
- Working with the Headteacher and contributing effectively to key operational decisions.
- Work with the Headteacher/Trust to develop the curriculum, in line with current educational thinking and development and oversee its effectiveness in meeting the needs of the pupils.
- Assist the Headteacher to formulate a school self-evaluation and priority plan and managing and deploying staff and resources in relation to the plan.
- Work with the Headteacher in determining general school policy, managing its implementation and monitoring its effectiveness.
- Make a leading contribution to the school's monitoring and review processes for pupils' attainment and learning/teaching.
- Be outward looking to ensure that the School remains current and innovative.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving School.

## **Leadership and management**

- Lead and undertake line management responsibilities for allocated staff including appraisal, recruitment and absence management.
- Ensure that staff recognise they are accountable for meeting individual objectives and for the success of the School.
- Work with the Headteacher to deploy staff effectively in order to meet the needs of the School whilst considering Work/Life balance.
- Support the Headteacher to create and develop a culture where all staff are committed to the School and Trust aims and where all staff work collaboratively, share knowledge, understanding, celebrate success and accept responsibility.
- Be responsible for the preparation, evaluation and updating of the school's timetable and rotas.
- Observe, monitor and improve teaching as line manager to both teaching and support staff, challenging and supporting underperformance at all levels and ensure action is taken to secure improvement.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on the culture of safeguarding and safeguarding pupils and ensuring their exemplary behaviour in school and in the wider society.
- Ensure attendance is in line with School/Trust targets.
- Analyse and provide information on financial data and budgets, ensuring best value and that school priorities are met.

- Plan and lead school assemblies
- Undertake responsibility for negotiated/agreed subjects.
- Engage proactively and effectively with Trust colleagues, community members and external agencies, governors, LAs and neighbouring schools.
- To ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Regularly communicate and work effectively with School and Trust colleagues to embed shared, collaborative working practices across the School and Trust.

### **Teaching and Learning and Assessment**

- Share personal excellent practice and specialisms through effect staff training and leading by example.
- Provide an exemplar model as a classroom practitioner.
- In line with the Teacher Standards, deliver an age and ability relevant curriculum and be accountable for promoting high standards, taking responsibility for the attainment, progress and outcomes of pupils taught, ensuring that excellence and enjoyment are achieved.
- In line with the Teacher Standards, plan and prepare lessons in order to deliver the highest standards in the relevant curriculum, ensuring breadth and balance in all subjects.
- In line with the Teacher Standards, prepare and develop own teaching materials, teaching programmes and pastoral arrangements, as appropriate.
- In line with the Teacher Standards establish safe and stimulating environment for pupils rooted in mutual respect.
- With the Headteacher, analyse the School's performance data and assist in the organisation and implementation of whole school data analysis and target setting at all key stages
- Observe and assess the School's performance through achievement data analysis, lesson observations and work scrutiny.
- Support and attend out of hours information evenings and training.
- Attend parents and attend consultation evenings, as required by the Headteacher.
- Work within the Code of Practice relating to Special Educational Needs.
- Working with the Headteacher to create, secure and sustain outstanding teaching and effective learning throughout the School, through an analytical understanding of how pupils learn, and the core features of successful classroom practice and curriculum design, exemplifying outstanding teaching and promoting the highest expectations, and implementing robust system of monitoring, evaluation and review, including lesson observations to ensure consistency and quality.
- Promote and safeguard the welfare of pupils, ensuring that the policies and procedures relating to safeguarding and child protection are fully implemented and followed by all staff.
- Work with the Headteacher and other staff to develop, review and implement of all aspects of the curriculum and its assessment to ensure this meets with statutory requirements and is relevant to the needs of all children, including

planning, and liaising with subject leaders to ensure the delivery of appropriate, creative, comprehensive, high quality and cost-effective curriculum programmes.

- Ensure creativity, innovation and the use of appropriate new developments, technologies and systems locally/nationally/globally to achieve excellence.
- Ensure that effective partnerships with parents/carers are created with relevant colleagues to support and improve pupils' achievement and personal development.
- Work with colleagues to ensure pupils with special educational needs have adequate provision to meet their individual targets and make maximum progress
- Work with the Headteacher to review, implement and oversee School strategies that achieve outstanding standards of punctuality and attendance.
- Implement the School/Trust's behaviour Policy and establish an environment which ensures exemplary student behaviour in a safe, calm and well-ordered environment and which reflects the School/Trust's ethos and promotes development and learning and secures safety and discipline.
- Actively engage with parents and carers, and local and wider communities to enrich the School and its value to the local and wider communities and ensure learning experiences for children are integrated with these.

### **Safeguarding**

- Take deputy responsibility for safeguarding/Child Protection/LAC issues, including pupil safety and welfare.
- Have due regard for safeguarding and promoting the welfare of pupils and to follow all School/Trust safeguarding and child protection policies and procedures.

### **Continuing Professional Development – Personal**

- In conjunction with the Head Teacher, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - including the incorporation of targets related to leadership, evaluating and improving own practice.
- Effectively manage own time when dealing with the wide range of day-to-day and long term demands of the post
- Deliver and participate in staff training and attend team and staff meetings.
- Set a good example to pupils and staff in terms of dress, punctuality and attendance
- Be confident in the use of modern technologies, maintaining high levels of ICT competency and keeping abreast with future developments

## **Continuing Professional Development – Staff**

- Take a leading role in the provision of high-quality professional development for designated staff through the development and maintenance of an effective Performance Management programme, making use of, where appropriate, other sources of expertise, e.g. LAs, Learning Partners, external training agencies, etc.
- Consider the expectations and needs of other members of staff, and in particular ensure that new appointees, trainees and ECTs are appropriately inducted, monitored, supported and assessed in relation to QTS standards and those of the Schools, e.g. by the incorporation of targets related to leadership, professional development and pupils' attainment.
- Coach staff experiencing difficulties within the classroom.
- Maintain a professional portfolio of evidence to support the Performance Management process and undertake the role of appraiser when required.

## **General**

- Carry out professional duties in accordance with the requirements of the School Teachers' Pay and Conditions Document and other relevant statutory and legislative documents.
- Demonstrate a commitment to safeguarding children as a priority and provide all information regarding convictions.
- Be an excellent role model of professional conduct, demonstrating the highest personal ethics, church values and standards of expertise and commitment.
- Develop and maintain effective, constructive working relationships with all, based on equality and respect.
- Display appropriate conduct as outlined in the School/Trust, Code of Conduct, Health and Safety and Equalities Information and Objectives Policies.
- Understand, comply with and promote the Trust's scheme of delegation and all relevant School/Trust policies and procedures.
- Work individually and as part of a team, to support the mission statement, values and ethos of the School/Trust. Achieve individual, departmental and School/Trust aims, objectives and standards.
- Take responsibility for and demonstrate a commitment to your own continuous personal development, in line with agreed annual performance objectives and attend learning and development events, as requested.
- Regularly review own practice and achievements and consider feedback.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Understand and support differences and ensure equal opportunities for all.
- Ensure that all duties are undertaken in a safe manner, minimising risk, at all times.
- Undertake any other duties which may reasonably be regarded as appropriate to the responsibilities of the post, as requested by the line manager.

This job description is not contractual, and may be amended at any time, after consultation with the post holder and will be reviewed annually.

Signed: ..... Date: .....  
**Postholder**

Signed: ..... Date: .....  
**Head Teacher**