Deputy Head Teacher

**Title:** Deputy Head Teacher

**Responsible to:** Head Teacher **Grade:** L15 to L19

Please complete the application form clearly indicating how you meet the person specification. In your letter to accompany the application form please describe your vision for developing the school in light of this job description.

**Purpose of Job:**

* To support and assist the Head Teacher with strategic planning and in managing, leading and developing the school, including to ensure safeguarding;
* To undertake any professional duties of the Head Teacher as requested by the Head Teacher and deputise for her as and when the need arises;
* To work alongside the Head Teacher and Governing Body to formulate the aims and objectives of the school, to establish the policies through which they shall be achieved, to manage staff and resources to that end and to monitor progress towards their achievement;
* To lead on all aspects of Quality of Education including curriculum design, quality of teaching and analysis of impact;
* Ensure the school effectively and efficiently operates within the regulatory frameworks and meets all statutory duties.

**Key responsibilities as a member of the Senior Leadership Team:**

**Strategic:**

* To participate, to such an extent as may be appropriate having regard to other duties, in the teaching of pupils including the provision of cover for absent teachers;
* To support and promote the school’s ethos, aims and core values in order to promote the welfare, progress and continued development of the school and its pupils;
* As part of the Senior Leadership Team monitor the quality of teaching and learning across the school, including the analysis of progress data taking responsibility for monitoring every aspect;
* To contribute to the strategic direction and improvement of the school, including updating the school’s Self-Evaluation Form and the development, implementation and monitoring of school development plans based on school self-evaluation.

**Operational:**

* To play an active role in the school’s preparation for Ofsted inspections;
* To lead on Quality Assurance and Performance Management cycle;
* To ensure high standards of teaching in accordance with agreed school policy and practice, to challenge underperformance at all levels and ensure effective support and challenge is in place when standards are not met;
* To design, lead and evaluate the CPD programme for all staff;
* To be a member of the Safeguarding Team, liaising with the DSL and outside agencies as and when necessary and share corporate responsibility for the safeguarding and wellbeing of all pupils by implementing agreed school policies;
* To line manage a range of staff;
* To support the induction of early career teachers, supply teachers, support staff and student teachers as necessary;
* To ensure high standards with behaviour, personal development, attitude and punctuality in accordance with agreed school policy and practice;
* To work with the Head Teacher and Governing Body to establish priorities for expenditure and monitor the effectiveness of spending and use of resources including Pupil Premium;
* To work with and report to all stakeholders including parents/carers and Governors, as appropriate;
* To work closely with the multi-disciplinary agencies that support the school;
* To take on specific tasks related to the day-to-day administration and organisation of the school as requested by the Head Teacher.

**Specific Responsibilities – Teaching, Curriculum and Assessment**

* To lead the ongoing development of the school’s curriculum;
* To lead on all aspects on the implementation of the school’s curriculum;
* To have an extensive knowledge of the theory and practice of teaching and learning and the ability to develop this in other colleagues;
* To promote a culture of development and coaching as part of our strategy to improve teaching;
* To lead, implement and evaluate the strategy of formative and summative assessment to ensure that timely, assessment information enables staff to reshape the curriculum and leads to students gaining confidence in their knowledge and skills;
* To regularly analyse school assessment data to identify trends in individuals, classes or groups of pupils, and use this to inform future planning;
* To have an extensive knowledge of national curriculum trends, issues and changes alongside effective evidence-based approaches to SEND teaching strategies and resources;
* To establish and develop middle leaders across the school;
* To contribute to the production of the school timetable and manage staffing needs, ensuring an appropriate timetable is in place that is financially viable;
* To oversee the Annual Review process and analyse EHCP outcomes progress data to inform future planning and staff training;
* To provide quality assurance of the process for trips and visits, with the school EVC;
* To provide reports as required to Governors and other stakeholders on the areas of responsibility.

Name:

Signature:

Date: