

BARLBY BRIDGE COMMUNITY PRIMARY SCHOOL JOB DESCRIPTION 0.8

Job Title: **ACTING DEPUTY HEADTEACHER**
Salary grade: L4-8
Responsible to: Headteacher (line manager)
Responsible for: Leadership, management and monitoring of work of staff and the deployment of staff where appropriate

Job purpose: To support the Headteacher in the effective leadership and management of the school and, in particular, to take the lead in developing key areas of school improvement

To deputise for the Headteacher in her absence

To promote effective learning, appropriate achievement and educational, social and personal progress of all pupils for whom the teacher is designated as being responsible, consistent with the aims of the school and the unique needs of each individual

Key Responsibilities

General

General Responsibilities

The Deputy Head Teacher is to take a central role in assisting the Head Teacher and Governing Body to develop the school in accordance with its shared values and our school development plans.

The Deputy Headteacher is to be:

- A primary Teacher with experience across the primary age range
- An experienced curriculum and team leader
- A leader of teaching and learning and a key person in the senior leadership team

The functions and specific responsibilities below are to be undertaken in conjunction with the duties of a Deputy Headteacher as defined in the Teachers' Pay and Conditions Document.

Specific Responsibilities

The Deputy Headteacher will be a model professional setting an excellent example to teaching and support staff. They will work in close partnership with the Head Teacher in actively and demonstrably promoting enrichment, entitlement and achievement through building and implementing agreed school policies.

The Deputy Head Teacher will lead by example of their practice, and by positively encouraging and supporting all members of staff.

They will work with the Head Teacher to ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated and well matched curriculum for all children.

In particular, the Deputy Headteacher will be required to:

Leadership and Management:

1. Work in very close partnership with and support the Headteacher in the effective day to day management of the school and school community including recruiting and inducting staff, developing and implementing health and safety policies, leading assemblies and staff meetings, arranging cover for absent staff or staff on PPA / training, hosting and organising whole school events such as open days and parents evening, and responding to the views, needs and requests of children, staff, parents, governors and visitors.
2. Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
3. Lead Teachers and team leaders to ensure that all teaching and learning and assessment policies and protocols are in place and up to date.
4. Provide leadership in the development and management of all teaching and learning and in the creation and maintenance of high quality, stimulating, well-resourced and child friendly learning environments.
5. Assist in the line management of classroom based personnel to ensure the provision of high quality interventions and support for children's progress, achievement, wellbeing and good behaviour.
6. With the Head Teacher, share responsibility for the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students and parents/ carers working in classrooms and throughout the school ensuring all safeguarding requirements are met and that their work in school supports the learning and wellbeing of all children.

Teaching and learning

1. Ensure that learning is at the centre of strategic planning and resource. Lead and support the teaching and learning of all children within the school through promoting models of excellent classroom practice coaching, mentoring and supported self-evaluation for teaching and learning staff.
2. Monitor the effectiveness of teaching and learning through teachers' planning, work sampling and scrutiny, lesson observations, supporting auditing and reporting outcomes, successful or otherwise and planning next steps and future actions.
3. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.

Strengthening Community

1. Promote and model good relationships with parents and carers, which are based on partnerships to support and improve pupils' learning and achievement.
2. Contribute to the development of the school as a community within the community; strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the local authority.
3. Contribute to policies and practices which promote equality of opportunity and tackle prejudice and discrimination, support staff wellbeing and work-life balance and help to ensure we provide access to opportunities for growth, achievement and success for all adults and children in school.

Other duties and responsibilities

Any other duties that the Head Teacher may from time to time ask the post-holder to perform.

This Job Description may be amended at any time after consultation with the post holder and will be reviewed annually.

SIGNED.....POST
HOLDER

SIGNED.....HEADTEACHER

DATE.....

BARLBY BRIDGE COMMUNITY PRIMARY SCHOOL JOB DESCRIPTION 0.2

Job Title:	<u>ACTING CO-HEADTEACHER</u>
Salary grade:	12-18
Responsible to:	Headteacher (line manager) and Governing Body
Responsible for:	Leadership, management and monitoring of work of staff and the deployment of staff where appropriate
Job purpose:	<p>To support the Headteacher in the effective leadership and management of the school and, in particular, to take the lead in developing key areas of school improvement</p> <p>To deputise for the Headteacher in her absence</p>

Key Responsibilities

General

Statutory

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteachers for 0.2 appointment.
2. To meet the National Standards for Headteachers as published by the DfE (0.2).
3. To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
4. To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils and students, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

To meet the needs and aspirations of all learners through your contribution to the learning environment. Your area of work is:

- To sustain and improve the quality of education available to students in the school.
- To work within the Leadership Team in promoting educational opportunities, equality of opportunity and an appropriate educational environment.
- To contribute to the collaborative management ethos of the school and encourage a team approach.
- To be involved in planning the development of the school and implementing the School Development Plans

2. To be committed to self-evaluation and personal/professional development, and to take responsibility for a level of leadership appropriate to your post and area of work and reflection on what you do.

Line Management

- To take responsibility for the day-to-day management of the school for 0.2 responsibility in collaboration with the Headteacher.

Curriculum

- To encourage and promote the social, moral, spiritual and cultural
To be responsible for ensuring that effective Safeguarding records are maintained for pupils.

- To take a lead role in improving pupil attendance and work with the Attendance officer in school to encourage and monitor good attendance and punctuality and implement appropriate procedures.
- To oversee the middle leadership team in developing a strong curriculum offer for all pupils and to hold leaders to account for the impact of actions taking in improving the quality of teaching and learning in their areas of responsibility.
- To promote and monitor good standards of behaviour and discipline in accordance with the code of conduct, and encourage staff to maintain those standards. To be a key participant in the referral system.
- To promote effective and improving performance of the teaching team and take a lead role in the Performance Management and appraisal process.
- To oversee the quality of reports and other communications with parents involving themselves and members of staff.
- To implement school/college and collaboration/federation policies.
- To display leadership, setting a suitable professional example.
- To plan with the Leadership Team for the development of the school Development Plan.
- To ensure compliance with all statutory requirements within their setting.
- To arrange, in consultation with colleagues, the deployment of staff members between classes/groups of students.
- To monitor the quality of the performance of colleagues in line with School procedures.
- To ensure those Health and Safety issues are understood and procedures correctly followed, as appropriate.

Staff

- To take a key role in in the appointment of staff.
- To promote CPD opportunities.
- To take part in the school's Performance Management Programme.
- To induct NQTs and other new staff as required.
- Communication
- To attend Leadership Team meetings.
- To conduct meetings, producing agenda and minutes and ensuring these are available to the LT and in the staff rooms.
- To ensure the discussion and dissemination of relevant information.
- To promote and encourage effective communication between home and school/college.
- To attend Parents Evenings.
- To liaise with relevant outside agencies.
- To promote positive links with the community.

Finance

- To manage the allocated funds effectively and efficiently.
- To monitor expenditure and report to governors as required.
- To ensure the provision and maintenance of resources.

Specific Responsibilities

- To deputise for the Executive Headteacher as required.
- To work closely with and report to the school's Governing Body to ensure it has accurate and timely detailed information on which to base sound decisions on agreed key school priorities and progress towards these to secure the future development and success of the school.

- To treat people fairly and equally, with dignity and respect, supporting the development of a positive ethos and school culture.

This Job Description may be amended at any time after consultation with the post holder and will be reviewed annually.

SIGNED.....POST
HOLDER

SIGNED.....HEADTEACHER

DATE.....

DATE May 2022