

**ANNEXE B
POLICY RELATING TO THE WORKING PRACTICE OF
DEPUTY/ASSISTANT HEAD TEACHER (in addition to the class teacher
role)**

(This does not form part of the contract of employment)

In addition to the requirements of a class teacher, areas of responsibility and key tasks:

A. Strategic direction and development of the school - in co-operation with, and under the direction of, the head teacher to:

- support the vision, ethos and policies of the school and promote high levels of achievement;
- support the creation and implementation of the school development plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it;
- support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work;
- support the evaluation of the effectiveness of the school's policies and developments;
- ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.

B. Teaching and learning - to:

- develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and Nottinghamshire Entitlement Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;
- take responsibility for the development and monitoring of a curriculum area(s) or whole school curriculum aspect(s), as agreed from time to time;

- support the head teacher in the monitoring of the quality of teaching and children's achievements including the analysis of performance data;
- support the head teacher in developing links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.

C. Leading and managing staff - to:

- support the head teacher in developing positive working relationships with and between all staff and provide and sustain motivation;
- lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes;
- support the head teacher in the implementation of the school's performance management policy;

D. Effective deployment of staff and resources - to:

- support the head teacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- manage the school effectively in the absence of the head teacher; (*for **deputy** heads only*)
- support the effective management of the school in the absence of the head teacher (*for **assistant** heads*)
- support the head teacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met;
- work with the head teacher and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

E. General - to;

- act as "critical friend" and provide effective professional challenge and support to the head teacher;

- provide information and advice to the head teacher and governing body and support proper accountability processes throughout the school.
- to promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- to report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- to attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school