



Leominster Primary School Deputy Head Job Description

Job Title:	Deputy Headteacher (non-teaching)
Reports to:	Headteacher
Salary	L12-16
Role Summary: The appointment is subject to the current conditions of employment of Deputy Headteachers, contained in the School Teachers' Pay and Conditions document, other current educational and employment legislation, relevant Teacher Standards and National Standards of Excellence for Headteachers, and the school's Articles of Government. The following is a list of specific activities and responsibilities that the leader will be required to carry out. This job description is not necessarily a comprehensive definition. It will be reviewed at least once each year and may be subject to modification or amendment at any time in consultation with the post holder and the governing body.	
Main Activities <ul style="list-style-type: none">• To assist the Headteacher in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Headteacher.• To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Headteacher.	
Specific Responsibilities Leadership and Management <ul style="list-style-type: none">• To be an outstanding teacher• To assist the Headteacher in shaping the vision and direction of the school, setting out very high expectations with a clear focus on pupil achievement.• To play a significant role in setting aims and objectives for the school and in formulation of the School Development Plan along with the Headteacher, Local Advisory Board members and other senior staff.• To further develop an effective assessment system to inform the school in its aims of raising standards for all children, using assessment data effectively to ensure all children make the maximum progress.• To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.• To provide an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer guidance and support to colleagues.• To take a leading role in promoting good relationships with parents, carers and the community in the life of the school. To encourage parental and community involvement and seek to become familiar with the neighbourhood and community.• To provide effective leadership and management to staff, as agreed with the Headteacher.• To support the Headteacher with leading and managing one or more major aspects of the school's curriculum provision, as agreed with the Headteacher and governing body.• To assist the Headteacher in school self-review and evaluation and in the effective planning and management of school resources to secure improvements.• To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' learning and teachers' planning and teaching.	

- To provide guidance and support to middle leaders and other staff in order to improve the quality of teaching and learning.
- To actively promote equality of opportunity by assisting the Headteacher in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, Special Education Needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning.
- To assist the Headteacher in all aspects of the day-to day administration and organisation of the school, including taking responsibility for agreed areas, e.g. timetables, duty rotas etc.
- To take a significant role in the implementation of the school's performance management policy, to secure school improvement and individual professional development.
- To participate in recruitment and selection, as agreed with the Headteacher.
- To undertake full responsibility for all matters relating to the school in the absence of the Headteacher in accordance with school policy and the agreed approach of the Headteacher.

Teaching and Learning

- To provide leadership and support for colleagues (teachers and assistants) regarding teaching and learning and the curriculum, including:
 - Supporting Assistant Heads and coordinators with the planning and delivery of the curriculum across the school, including developing schemes of work and medium-term plans.
 - Supporting middle leaders in developing their role, in relation to raising standards.
 - Supporting teams and individuals with short term planning.
 - Supporting staff in the use of assessment information to inform teaching and learning.
 - Inducting and supporting newly qualified and less experienced staff and/or supply teachers.
 - Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback.
 - Ensuring classrooms and communal areas are well maintained and organised.
 - Organising and delivering training, as needed, to school staff.
 - Supporting staff in the use of assessment information to inform teaching and learning.
 - Inducting and supporting newly qualified and less experienced staff and/or supply teachers.
 - Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback.
 - Ensuring classrooms and communal areas are well maintained and organised.
- To undertake a significant role in maintaining a high standard of pupils' behaviour, restorative approach, within the framework of the school policy and supporting other staff as necessary.
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
- To take a leading role in the management of the school database of individual pupils' tracking attainment and progress.

Other Duties and Responsibilities

- Ability to oversee Risk Assessments for all Educational visits and act as an EVC for the school alongside the Headteacher
- To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- To take whole school assemblies and to support other staff with assemblies.
- To prepare and present reports, as required to, e.g. governors, LEA officers, parents, outside agencies.
- To attend meetings, school events during evening hours.
- To take responsibility for Safeguarding (DSL), managing a safeguarding Team and promoting the welfare of children.