



Deputy Head of School Job Description

Job title:

**Whole school area of
accountability:**

Deputy Head of School

To support the Executive Headteacher and Head of School to lead the school, inspiring staff to achieve the highest possible standards in teaching and develop well-rounded and ambitious pupils.

To deputise for the Head of School where necessary.

This role includes the role of Class Teacher (see separate Job Description for MPR or UPR as appropriate).

ISR (L1-4)

Grade:

School:

Responsible to:

Herstmonceux C of E Primary School

The Head of School, Executive Headteacher and the Sussex Spires Federation Governing Board.

Supervisory responsibility:

Responsibility for day to day line management of staff deputising for the Head of School as necessary.

Job Purpose

- To support the Head of School with the day to day professional leadership and management of the school within the context of local and national guidance and legislation and in consultation with the Head of School, Executive Headteacher and Governing Board.
- To serve as deputy Designated Safeguarding Lead and provide support to the Head of School in their role as Designated Safeguarding Lead
- To promote an environment that achieves high standards in all areas of the school's work.
- To support the Head of School to manage and organise the school to meet its aims and targets
- To support the Head of School to evaluate the school's performance and identify the priorities for continuous improvement and raising standards.
- To support and uphold the underpinning Christian values and ethos of the school
- To help secure the commitment of the wider community to the school.

Major Tasks

Shaping the Future

To work with the Head of School, Executive Headteacher and Governors in reviewing and developing a School Development Plan that aims to raise levels of achievement and expectation for all pupils and that creates the conditions necessary for all children to learn, make progress and feel proud of their achievements in line with the current school aims.

Leading Learning and Teaching



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- To provide inspiration and strong leadership to the teaching team and to ensure that the school continues to deliver the highest standards of learning across all areas.
- To support curriculum development, within the context of statutory requirements, appropriate to the needs and aptitudes of all the pupils.
- To provide an environment where all pupils achieve their best, and overcome any potential barriers to achievement or educational disadvantage based on class, gender, disability or ethnic origin.

Developing Self and Working with Others

- To be a leading teacher and an exemplary role model throughout the school.
- In agreement with the Head of School, to supervise and participate in any arrangements for the performance appraisal of non-teaching staff, within agreed national and local frameworks.
- To support the Head of School to motivate, support and direct your team to achieve the highest possible standards.
- To review own practice regularly, set personal targets and take responsibility for own development seeking advice and support from other agencies (such as the Local Authority and Governing Board).
- To be an effective member of the Senior Leadership Team of the school and federation.

Managing the Organisation

- Within the framework of the Local Authority's Equal Opportunities Policy and in partnership with the Head of School and Executive Headteacher, to participate in the selection and appointment of non-teaching staff of the school as appropriate.
- To manage and deploy some non-teaching staff resources effectively; allocating duties, in accordance with conditions of employment in agreement with the Head of School.
- To support in the maintenance of school timetables, rotas, diaries and day to day organisation.
- To support the Head of School (where appropriate) to ensure as far as possible that staff absence is covered.
- To have due consideration for staff well-being.
- To ensure in the absence of Head of School and Deputy Head of School that a senior member of staff assumes responsibility for the school and that this is communicated to all.
- To exercise responsibilities under the Health and Safety at work legislation and associated guidance as laid down or amended by National, Council or school procedures.
- To support the Head of School to ensure that all members of the school community feel safe and able to fulfil their potential.

Securing Accountability

In liaison with the Head of School and in line with the Deputy Head of School's agreed school improvement priorities:

- To collect and use a rich set of data to understand the strengths and weaknesses of the school; this will include formal opportunities for teaching staff to moderate outcomes across schools in the federation.
- To monitor, evaluate and track pupils' learning to ensure pupils across the school make the necessary progress.
- To engage the school community in the systematic and rigorous self-evaluation of the work of the school, through compiling relevant data and analysing performance, using statistical analysis.



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- To observe colleagues at work, to improve their practice, and to inform future school development.
- To ensure that planning and assessment are carried out in accordance with school policies.
- To work with Head of School and Executive Headteacher to evaluate standards of achievement across the school and to inform future needs.
- To review the work and organisation of the school regularly in order to monitor progress towards achieving set targets against relevant benchmarks of quality and achievement.
- To ensure that high standards of professional performance are established and maintained acknowledging excellence and challenging under performance at all levels.
- To ensure individual staff accountabilities are clearly defined, understood and agreed.
- Work with the Head of School, Executive Headteacher and governors to enable them to meet their statutory responsibilities.

Strengthening Community

To support the Head of School:

- To actively foster and maintain the ethos within the school, and take account of the social and cultural needs of pupils from all the communities represented in the school.
- To support in the leadership of extended school activities. This includes ensuring a range of community based learning experiences and collaboration with other agencies to ensure pupil and community needs are met. To be responsible for pupils during out of hours activities.
- To support planning public functions or events and to support in planning for the organisation of various school events (e.g. new parent events, Sports Day etc.) in liaison with the relevant parties. To ensure staff involvement and liaison with the Friends/Parent Teacher Organisation.
- To put in place policies for the pastoral care of pupils, building on existing good practice and taking account of pupil's differing social and cultural backgrounds.
- To promote good-behaviour among the school community, in accordance with the discipline and anti-bullying policies of the school. To encourage pupils to have a clear understanding of values, self-discipline, self-respect, and respect for others. To ensure good behaviour is maintained at all times during the school day (including break times), when pupils are present on school premises and whenever pupils are engaged in authorised school activities on or off school premises.
- To establish positive relationships with all pupils in the school; to consult them regularly and support and involve the School Council.
- To be committed to pupils' individual social and educational development.
- To work with governors and staff to strengthen and develop the ethos of the school, allowing this to influence and shape all areas of the school's work.
- To develop and encourage positive relations with parents in all communities. To ensure they are given regular and accessible information about the school curriculum, the progress of their children and other matters affecting the school. To actively involve and welcome parents into all aspects of school life.
- To develop effective links within the community to extend the curriculum, enhance teaching and broaden learning opportunities.
- To liaise where appropriate with other schools and educational establishments, to share and/or adopt good practice.
- To support and assist pupils in making a successful transfer to secondary education.
- To ensure that strategic planning takes account of the diversity, values and experience of the school and local community.
- To actively promote the school as a centre of excellence for education and families in the local community.



Safeguarding

- To serve as a Deputy Designated Safeguarding Lead.

Other Duties

To undertake any other reasonable duties that may be required from time to time commensurate with the post of Deputy Head of School

Note

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Governing Board expects all employees to have a full commitment to the Local Authority's Equal Opportunities Policy and an acceptance of personal responsibility for its practical application. All employees are required to comply with, and promote, the policy and to ensure that discrimination is eliminated within the service to the pupils, their parents and carers.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder _____ **Date** / /

Signature of headteacher _____ **Date** / /