****

**Job Description**

**Job Title:** Deputy Head

**Responsible to:** Executive Head/Head of School & the Governing Body

**The Deputy Head will:**

* Ensure the highest possible standards are achieved by all groups and individual learners.
* To provide outstanding leadership, whilst continuing to be an excellent practitioner and role model.
* Undertake the normal responsibilities of a class teacher as required.
* Be an active member of the senior leadership team and strategic curriculum team.
* Assist the Executive Head Teacher and Head of School in leading and managing the school.
* Undertake such duties as are delegated by the Executive Head Teacher and Head of School.
* Play a major role under the overall direction of the Executive Head Teacher in formulating and reviewing the Strategic Improvement Plan and the aims and objectives of the school by:
  + establishing and enhancing the policies and procedures through which they shall be achieved.
  + leading and managing staff and resources.
  + monitoring progress towards their achievement.
* To be responsible for the line management of a designated part of the school which will change according to the school’s needs.
* Organise and oversee the use of assessment across the phase and/or designated area of responsibility.

**Reports to:** Executive Head Teacher, Head of School and governors

**Main Tasks**

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared with others.

**Class teacher responsibilities**

* To carry out duties of teacher as set out in the current School

Teachers’ Pay and Conditions Document.

* To carry out the duties of a general class teacher as detailed in the

School’s class teacher job description as required.

**The internal organisation, management and control of the school:**

To be responsible for teaching across a phase of the school

To contribute to:

* the maintenance of and to continue developing the ethos, values and overall purposes of the school.
* formulate the aims and objectives of the school and policies for their implementation.
* planning improvement which will translate school aims, policies and guidance into action.
* implementing the school’s policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs.
* the efficient organisation, management and supervision of school routines.

**Curriculum Development**

* To take a role in developing and monitoring the school’s systems of assessment, recording and reporting while ensuring that they meet the needs of pupils, parents and teachers.
* To be responsible for progress and support of a phase and as part of this:
  + ensure that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school.
  + ensure that the individual pupil’s continuity of learning and effective progression of achievement are provided.
* To contribute to and support the leadership in aspects of:
  + development, organisation and implementation of the school’s curriculum.
  + school policies on curriculum, teaching and learning,
  + ensuring that the learning and teaching provided by different phases and across subjects form a co-ordinated, coherent curriculum entitlement for individuals.

**Personal Development, Behaviour and Welfare of Pupils**

* Take a lead role within your phase or area of responsibility:
  + The development, organisation and implementation of the school’s policy for the personal and social development of pupils including care, guidance and support
  + The effective induction of pupils
  + The determination of appropriate pupil groupings
  + The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
  + The development of culture of independent learning
  + The handling of individual pupil disciplinary cases

**The management of staff**

* To be responsible for the line management and performance management of specific subject leaders and class teachers in your phase or area of responsibility.
* To participate in the recruitment and development of teaching and non-teaching staff of the school.
* To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
* The provision of professional advice and support and the identification of training needs.

**Relationships**

* To be responsible for fostering positive relationships across the school community.
* To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
* To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children’s educations and wellbeing.
* To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
* To develop and maintain positive links and relationships with the community, local organisations and employers.

**Reporting and Accountability**

To contribute and in part lead the:

* School Evaluation Process including Evaluation and Strategic Plan (ESP) and when required, to provide regular reviews, evaluations and status reports related to your area of responsibility.
* Executive Head Teacher’s termly report to governors and provide presentations to and about progress in the phase you are responsible for.
* Analysis of data and provide in depth pupil level understanding of how to ensure each child can be supported as part of the role of assessment lead across the school.
* Keep up to date with both national and local developments in education and within your areas of responsibility.

May 2021.