



Oakwood Primary School

JOB DESCRIPTION

Title: Deputy Head Teacher

What is the purpose of the job?

- To work with the Head Teacher and play a key role in the leadership and management of the school
- To promote high standards in teaching and learning and pupil welfare and behaviour

To whom responsible:

The Head Teacher

Key responsibilities:

- Deputise for the Head Teacher as appropriate, making decisions according to school policies and procedures
- Assist the Head Teacher to devise and review the general direction of school policy and assist in ensuring that it is carried out effectively and efficiently
- Set expectations for high standards in teaching, learning, progress and attainment for all pupils
- Implement with the Head the school's agreed assessment policies and procedures
- Implement with the Head the school's Performance Management Policy
- Assist the Head in monitoring the quality of teaching and learning, and providing effective developmental feedback to staff according to the school's agreed procedures
- Take responsibility for the development and implementation of key areas of the work of the school, including Special Educational Needs, Teaching and Learning and Pastoral and Welfare issues
- Implement priorities from the School Implementation Plan as required
- Ensure there is a teaching and learning policy agreed and understood by all staff which sets out common standards throughout the school
- Assist with the drafting of the School Development Plan and SEF
- Be committed to safeguarding and the welfare of children, actively promoting school policy and government guidance
- Be involved in budgetary matters when required by the Head Teacher
- Assist the Head Teacher in keeping all policies and areas of school life updated and under review
- Act as an Associate Governor to support the Head Teacher and Governing Body
- Support the Head Teacher in the implementation of assemblies and collective worship
- Act as consultant for all members of staff and provide mentoring, induction and support to new and existing staff

General

- Prioritise your own continuing professional development
- Find creative ways of achieving desired outcomes
- Promote positive, optimistic values amongst children, staff and parents
- Show a caring attitude towards everyone who comes into contact with the school
- Undertake pastoral duties and take shared responsibility for whole school discipline
- Show an active involvement in the life of the school including attendance at extra-curricular and PTA events

In all the above, have due regard to the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the Governing Body.

Review of duties

The specific duties attached to any member of staff are subject to annual review and may therefore, after discussion with you, be changed.

DH job description Sept 2021