**Avonmouth Church of England Primary School**

|  |  |
| --- | --- |
| **Job Title** | Deputy Headteacher  |
| **Location** | Avonmouth C of E Primary School and Nursery |
| **Salary** | L1-L5 |
| **Responsible to**  | Headteacher and Governing Body |
| **Contract Type** | **Full Time, Permanent**  |
| **Role Summary** |
| This job description should be read alongside the range of duties set out in the current School Teachers’ Pay and Conditions Document. This document summarises the range of responsibilities of the Post Holder and provides a framework for professional development. The specific nature of the responsibilities to be undertaken by the successful candidate will be modified over time to meet the needs of the school. The post is classroom based and you may be called to cover other classes in times of staff absence. **Main purpose**Avonmouth C of E Primary School and Nursery exists to ensure that all children enjoy their education, achieve their best and develop character as part of a strong community. The role of Deputy Headteacher is to support the Headteacher in providing professional leadership for the school; deputising for the Headteacher in their absence; ensuring high quality education for all pupils; and implementing strategies that enable improvement to be made and standards to be raised. |
| **Duties** |
| **Key responsibilities:*** Lead on Teaching and Learning across the school; effectively monitor and assess teaching and learning across the school; provide staff training for teaching and learning supporting colleagues to improve their practice.
* Demonstrate excellent classroom teaching in order to establish credibility, act as a role model and leader to teaching and support staff.
* Foster high expectations
* Support with the leadership of pastoral care, development of welfare, behaviour and safeguarding.
* Lead on inductions of new members of staff.
* Create and maintain effective relationships with staff, children and families to create a collaborative atmosphere.
* Develop research and evidence led practice for raising achievement across the school.
* Contribute, with the Headteacher, to the SEF and SIP.
* Take responsibility for the development of effective timetables.
* Undertake the duties of the Headteacher in their absence.
* Support and secure the commitment of others to the vision, values and policies of the school to promote higher levels of achievement.
* In partnership with the Headteacher, be responsible for analysing internal and external data to provide an accurate account of the school’s performance; report this to the governors.
* Support and represent the Headteacher at meetings including Governors and PTFA meetings.
* Actively promote the Christian ethos of the school.
* Co-ordinate staffing day to day; organising cover and liaising with supply agencies.
* Communicate effectively with families, external agencies, staff and children.
* Promote the welfare of all children and be a part of the Safeguarding Team.
* Support the Headteacher in the appraisal process for teaching staff.
* Conduct the appraisals for the LSAs.
* Take responsibility for Pupil Premium funded children
* Take responsibility for EAL in conjunction with the SENDCo.
* Ensure Teaching and Learning Policies are up to date and distributed correctly.
 |
| **General Accountabilities** |
| * So far as is reasonably practicable, the post holder must promote safe working practices by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the corporate health, safety and welfare policy and codes of practice
* Work in compliance with the codes of conduct, regulations and policies of Avonmouth C of E Primary School and the Local Authority and its commitment to equal opportunities.
* Ensure that output and quality of work is of a high standard and complies with current legislation and standards.
 |
| **Safeguarding**  |
| We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Avonmouth C of E Primary School are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service and social media checks |

***The duties outlined in this job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of your employment with the school.***