As the Deputy Headteacher of Beaconside Church of England Primary School, you play a pivotal role in the school's leadership team, supporting the Headteacher in the overall management and delivery of the school’s strategy. Your primary focus is on ensuring the highest standards of teaching and learning, fostering a positive school culture, and promoting the well-being and academic achievement of all children through effective people management.

**Key Purpose:**

* To carry out the duties of this post in line with the remit outlined in the current School Teachers’ Pay and Conditions Document including the conditions of employment for Deputy Headteachers and the school’s own policy.
* The Deputy Headteacher will be responsible for working with and supporting the Headteacher on key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas, as set out in the School Improvement Plan.

**Core Responsibilities**

* The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:
	+ Formulating the aims and objectives of the school.
	+ Establishing policies for achieving these aims and objectives.
	+ Managing staff and resources.
	+ Monitoring progress towards the achievement of the school’s aims and objectives.
	+ Managing the planning and delivery of the curriculum across the school.
* Lead and champion a curriculum that is relevant and challenging.
* If the Headteacher is absent, the Deputy Headteacher will deputise, as expected by the Governing Body.
* The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers’ Pay and Conditions Document (STPCD)
* To as and when appropriate, teach a class including all the responsibilities of a class teacher.
1. **Leadership and Management:**
	* Collaborate with the Headteacher and other members of the senior leadership team to develop and implement the school's vision, values, and strategic priorities.
	* Provide effective leadership and management in the absence of the Headteacher, ensuring the smooth operation of the school.
	* Lead and support staff in delivering high-quality teaching and learning experiences, promoting a culture of continuous improvement and professional development.
2. **Teaching and Learning:**
	* Model excellent classroom practice and inspire and motivate other staff towards continual improvement
	* Monitor the quality of teaching and learning across the school, conducting observations, providing feedback, and facilitating professional development opportunities for staff.
	* Support the implementation of effective teaching strategies and interventions to meet the diverse needs of pupils, including those with special educational needs and disabilities (SEND) and English as an Additional Language (EAL).
	* Lead on teaching and learning, including for children that are eligible for pupil premium, ensuring alignment with national standards and the school's objectives.
3. **Leading and Managing People**
* Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development.
* Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
* To be an exemplar of all school policies and practices.
* To support the Headteacher in Performance Management of staff.
* Work with the Headteacher to deliver an appropriate programme of professional development for all staff including identifying emerging talents, coaching and mentoring current and aspiring leaders, in line with the school improvement plan and performance management.
* In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively i.e., timetables, deployment of staff and supply staff.
* To participate in recruitment and selection, as agreed by the Headteacher.
1. **Pupil Welfare and Inclusion:**
	* Champion the well-being and safeguarding of all pupils, working closely with the designated safeguarding lead and relevant agencies to ensure a safe and nurturing learning environment.
	* Implement the school's behaviour management systems, promoting positive behaviour strategies and addressing any issues or concerns in collaboration with staff, pupils, and parents/carers.
	* With the senior leadership team, monitor attendance and punctuality, implementing strategies to reduce persistent absenteeism and promote regular attendance.
2. **Parent and Community Engagement:**
	* Foster positive relationships with parents/carers, involving them in their child's education and encouraging their active participation in school life.
	* Act as a point of contact for parental concerns or queries, providing timely and appropriate responses and support.
	* Collaborate with external partners, including local authorities, other schools, and community organizations, to enhance opportunities and resources for pupils and families.
3. **Administrative and Operational Duties:**
	* Assist the Headteacher in the day-to-day management and administration of the school, including budgeting, resource allocation, and compliance with statutory requirements.
	* Contribute to the development and implementation of school policies, procedures, and systems, ensuring consistency and effectiveness in their application.
	* Attend meetings, training sessions, and other professional development activities to keep abreast of educational trends, research, and best practices.