



Cotgrave Candleby Lane School

Deputy Headteacher 1 Job description

Job Title: Deputy Headteacher

Scale: L8-13

Job Purpose

The role of the Deputy Head is integral to the leadership and management of the school. They will be the 'critical' friend of the headteacher but will support the head in delivering the vision for the school and be the custodian of the school's ethos. The role will be varied and developing and will include elements of teaching as directed by the headteacher. In addition, the deputy headteacher will be expected to assist the Headteacher and Senior Leadership Team in the management and development of the school through the duties and responsibilities detailed below.

In fulfilment of all responsibilities and duties, the deputy headteacher should show a commitment to the ethos, aims and policies of the whole school, and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

General Duties:

- To uphold and promote the school's ethos at all times.
- To contribute to writing and reviewing the SEF, SIP and other key strategic documentation and presenting to a variety of audiences including parents and governors.
- Carry out relevant monitoring activities, provide reports, feedback and ensure actions have impact.
- Ensure teaching & learning is consistently good or better and maintain a classroom that is inspirational for other staff and provides an outstanding environment for learning.
- Demonstrate a relentless drive to improve the school and go the extra mile.
- Manage time effectively, prioritising tasks to ensure deadlines are met.
- Provide a professional presence at SLT meetings, offering informed contributions to discussions.
- Ensure confidentiality is maintained at all times and appropriately challenge any breaches.
- Appraise a team of staff, reviewing and setting annual targets and hold to account for their performance including making recommendations for pay performance to the headteacher.
- Work as part of the Leadership Team to develop and maintain the ethos of the whole school.
- Inspire, motivate and provide purposeful leadership of their Phases.
- Undertake a teaching commitment as directed by the Headteacher.
- To be an appraisal team leader.
- To assist in the recruitment of other staff.
- To raise standards in teaching and learning in their Phases and role model this through their everyday practice.
- To monitor pupil progress across their Phases, analyse data and report to the headteacher, staff and Governors.
- Support the assessment leader in managing pupil assessments across the school, including moderation.
- Assist the Senior Leadership Team in developing, implementing and monitoring the School Improvement Plan.
- Lead School Improvement initiatives.
- Support the Senior Leadership Team in maintaining good order in the classroom and around the school with due regard to the school's policy on behaviour and control of bullying.
- Assist in the positive implementation of the equal opportunities policy within the school.
- Safeguard the health and safety of self and others in accordance with the school's Health and Safety Policy.
- Assist the Headteacher and phase leaders in ensuring parents and pupils are well informed about developments in their Phases.
- Liaise with Phase Leaders to coordinate and organise events such as concerts, visitors, special assemblies etc.

- Support and hold phase leaders to account so that standards are raised to achieve the school's targets.
- Ensure there is consistent application of the school's policies and procedures.
- Liaise with the CPD leader to ensure development opportunities are sharply focused on need.
- Be involved in the organisation, planning and delivery of assemblies as and when necessary.

Staff Management

- Carry out the role of Deputy Headteacher.
- Support and hold to account Phase Leaders.
- Carry out performance management of identified staff.
- Deal sensitively with people, recognise individual needs and take account of these in securing a consistent team approach in their Phase.
- Work in partnership with the headteacher in developing effective management structures and communication channels in the school.
- Lead by example in the development of teamwork, mutual support and collaboration of colleagues and motivation of staff.
- Role model the school's leadership behaviours and trust behaviours.
- Have a strategic overview of staff induction and monitor the effectiveness of this.
- Mentor and support the professional development of the other Phase leaders. Where necessary, develop clear next step plans if teachers are failing to meet the teacher standards.

Resource Management

- To ensure their phases maintain an engaging and supported environment for learning and this matches the school vision.
- Identify resource needs, oversee their allocation and monitor their use.

Wider Professional Effectiveness

- Deputise in the absence of the headteacher.
- Lead significant areas of responsibility which could include: Teaching & Learning, Curriculum, Behaviour, Attendance, Assessment, SEND Team. (This will be discussed and agreed with the successful applicant dependant on their skills & experiences)
- Take responsibility for own professional development and use the outcomes to improve leadership, teaching and learning.
- Participate in the school's teacher performance management.
- Make an active contribution to the policies and aspirations of the school.
- Lead by example in matters such as classroom order, discipline, relationships, presentation and assisting other staff in demonstrating aspiration.
- Initiate new ideas and encourage the development of curriculum content, organisation and the use of IT.
- Undertake child protection training if required.

Professional Characteristics

Demonstrate that you are an effective professional who challenges and supports all staff and pupils to do their best through:

- inspiring trust and confidence,
- building team commitment,
- engaging and motivating pupils,
- demonstrating the school values,
- analytical thinking, taking positive action to improve the quality of pupils' learning.

Job context

The school welcomes teachers and leaders of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with GDPR legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging the trust behaviours
- Contributing to the maintenance of a caring and stimulating environment for pupils.

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the school's Equal Opportunities Policies.

Date of issue:

Signature of Post holder

Signature of Headteacher