

JOB DESCRIPTION DEPUTY HEADTEACHER Discovery Primary School

The Deputy Headteacher at Discovery Primary School will play a major role in supporting the Headteacher with the day-to-day management of the school as well as taking a lead role in the strategic direction of the school. The Deputy Headteacher will be required to deputise and assume full responsibility for the school in the absence of the Headteacher. This is a non-class based role, with regular weekly commitments to cover PPA/management time. As a member of the leadership team, the Deputy Headteacher will play a major role in formulating the culture, vision, aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives and monitor and evaluate progress towards their achievement.

Remuneration: The pay range for Deputy Head Teacher is L14-L18 depending on experience

The Deputy Headteacher is accountable to: The Head Teacher

The Deputy Headteacher is accountable for: Assistant Headteachers, year leaders, subject leaders

Qualities

The Deputy Headteacher will:

- Uphold trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Communicate effectively both orally and in writing to a range of audiences

Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher, the Deputy Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism built on mutual respect
- Use consistent and fair approaches to managing others, in line with the school's policies

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure the teaching of a broad, structured and coherent curriculum and sustain high-quality teaching in all phases
- Ensure teaching is underpinned by subject expertise
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Additional and special educational needs (SEN) and disabilities

Under the direction of the Headteacher, the Deputy Headteacher will:

- Promote a culture that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate

Organisational management and school improvement

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- To provide strategic leadership in order to ensure the highest standards of pupil attendance and punctuality are achieved, meet regularly with the attendance officer and liaise with the Local authority. Conduct parental meetings when necessary.
- Support the development of positive working relationships with and between all staff and provide and sustain motivation;
- Lead staff in developmental and Inset activities, delegate appropriately and evaluate outcomes;
- Support the implementation of the school's performance management policy.

Professional development

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Establish good relationships with parent and carers built on mutual respect

Other areas of responsibility

Under the direction of the Headteacher, the Deputy Headteacher will:

- Act as a "critical friend" and provide effective professional challenge and support to the Headteacher and SLT;
- Lead and develop extended day facilities and extra curricula activities;
- Take on specific tasks related to the day to day administration and organisation of the school;
- Take on any additional responsibilities which might be determined from time to time

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.