



**Job Description – Deputy Head Teacher**

<b>Title and Grade of Post</b>	<b>Deputy Head Teacher Leadership spine Point 8-12</b>
<b>Status of Post</b>	This is a senior post within the school's staffing structure, which carries with it membership of the Leadership Group. This post holder is accountable to the Head Teacher. As SLT (Senior Leadership Team), you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. This role includes deputising in the absence of the Head Teacher. In addition, you will be required to fulfil any reasonable expectations from the Head Teacher.
<b>Job Purpose</b>	To support the HT's overall strategic leadership, development and management of teaching and learning of all pupils; to take a leading role in the monitoring and evaluation of standards across the whole school. To ensure the values of <b>Nuture.Grow.Achieve.</b> are in every aspect of the school's work. The post will require you to work in partnership with the Head Teacher, Governors and staff to ensure the continuous improvement of the school.
<b>Reporting to</b>	The post holder is responsible and accountable to the Head Teacher in all matters. The post holder is also expected to interact with and lead colleagues on a professional level to promote a mutual understanding of the school's vision and values.
<b>Health and Safety Statement</b>	To lead and support on safe working practices which are adopted by employees in all premises/work areas, to maintain a safe working environment for employees and service users, with a particular emphasis on learning and teaching activities.
<b>Wellbeing</b>	To lead the staff as a well-being champion and mental health first aider
<b>Safeguarding statement</b>	To be a Deputy Designated Safeguarding Lead and support the Designated Safeguarding Lead in carrying out their statutory duties
<b>Main Expectations of the role</b>	
<p><b>1. Shaping the Future</b></p> <ul style="list-style-type: none"> <li>• Support the Head Teacher and Governors in the strategic development of the school, promoting and developing a vision for the future of the school; demonstrating inspirational leadership and creativity</li> <li>• Play a highly significant role in the whole school improvement planning process, taking account of the agreed priorities of the school, immediate needs and Ofsted action plans.</li> <li>• Lead on the intent, implementation and impact of the Eastwood Curriculum</li> <li>• Contribute to the identification of key areas of strength and weakness in the school with detailed reflection on day to day working knowledge of the school's policies and practices</li> <li>• Exemplify the application of agreed policies, priorities and expectations, to set a good example to other colleagues</li> <li>• Develop and enhance a culture of team work, in which views of members of the school community are valued and considered</li> <li>• Model team work</li> <li>• Support the Assessment Lead and the whole school in the assessment procedures to ensure attainment and progress is robust, moderated and tracked throughout the whole school.</li> <li>• Manage strategies well for communication both within and beyond school</li> <li>• Contribute significantly to the self-evaluation of the school</li> <li>• Ensure safer recruitment is carried out for all staff and third parties involved with the school</li> </ul> <p><b>2. Leading Learning and Teaching</b></p> <ul style="list-style-type: none"> <li>• Maintain a high profile as an example of best and leading practice within the classroom and foster the high expectations to which the school aspires.</li> <li>• Teach classes as and when required</li> </ul>	

- To develop and monitor whole school learning and teaching strategies to ensure all children make good or better progress alongside the Head Teacher
- To support rigorous assessment procedures through the whole school
- Work alongside the Head Teacher in ensuring positive behaviour is shown throughout the school
- Coach and develop staff to maximise impact on effective teaching and learning.
- Lead the induction of ECTs (Early Career Teachers) and support their mentors.
- Through liaison and guidance, work closely with curriculum leaders to ensure the best learning opportunities for children.
- Actively include pupils to further enhance their learning opportunities and personal development.
- Monitor the target setting process; including statutory procedures and targets for individuals and groups throughout the school.
- Seek to develop and enhance a broad and rich curriculum which meets the needs of the range of pupils in the school.
- Monitor and evaluate outcomes achieved from classroom practice.
- Work with Key Stage leads to ensure they are data rich and can raise the progress and achievement of all children

### **3. Developing self and managing others**

- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and promote safeguarding to ensure the welfare of children and young people is paramount.
- Make a distinctive contribution to the wider school team and continued development of Eastwood
- Monitor the effectiveness of colleagues' teaching and wider professional impact and report the evaluation to the HT.
- Lead, manage and organise meetings as appropriate in support of the school's aims.
- Lead CPD (Continuing Professional Development) for all staff
- Work with external agencies, especially in regards to behaviour management, safeguarding and ECTs.

### **4. Managing the organisation**

- Manage the day-to-day activities of the delegated areas of responsibility to ensure the school meets statutory requirements in a highly effective and efficient manner.
- Lead the setting of timetables
- Develop action plans in specified areas of responsibility, to bring about improvements.
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities.
- Contribute to regular evaluation of the impact in the use of resources in relation to the quality of education of the pupils and value for money.
- Ensure that equal opportunities for pupils and staff are effectively promoted.
- Ensure all policies are up to date
- Work alongside the Head to secure improvement through performance management; take responsibility for the performance management of identified staff
- Ensure the web site is compliant and up to date

### **5. Securing Accountability**

- Support staff in understanding their own accountability, and develop approaches to its review and evaluation.
- Lead and support staff in their own accountability for health and safety and safeguarding
- Support assessment and data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes and identify priorities for the school development plan
- Contribute to the reporting of the performance of the school to parents, carers, Governors, and other key partners, as necessary.
- Attend Governors meetings as an associate Governor.

**6. Strengthening Community**

- Support the development of the school within the community; strengthening partnerships with other schools and services thus enhancing community cohesion
- Respond to an understanding of the diversity of the school community.
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice.
- Evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.
- Promote and model good relationships with families, which are based on partnerships to support and improve pupils' achievement, involving families as true partners in the education of their children.

Signed.....

Name.....

Date.....