



FAIR FURLONG PRIMARY SCHOOL

Job Description

Deputy Headteacher

Job Title: Deputy Headteacher
Salary Grade: Leadership scale

KEY PURPOSE OF THE JOB

To carry out professional duties of a teacher other than a head teacher, as described in Section 48 of the school Teacher's Pay and Conditions Document (STPCD) 2021, including those duties particularly assigned to him/her by the Headteacher

Members of staff should at all times work within the framework provided by the School's Policy statements to fulfil the general aims and objectives of the School Improvement Plan.

The post holder candidate will agree major objectives with the Headteacher.

MAIN ACTIVITIES:

49.1. A person appointed as a deputy in a school in addition to carrying out the professional duties of a teacher other than a headteacher including those duties particularly assigned by the headteacher, must play a major role under the overall direction of the headteacher in:

- a) formulating the aims and objectives of the school;
- b) establishing the policies through which they are to be achieved;
- c) managing staff and resources to that end;
- d) monitoring progress towards their achievement;
and undertake any professional duties of the headteacher reasonably delegated by the headteacher.

49.2. If the headteacher is absent from the school a deputy headteacher must undertake their professional duties to the extent required by the headteacher or the Governing Body. T

SPECIFIC RESPONSIBILITIES

LEADERSHIP AND MANAGEMENT:

1. To assist the headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
2. To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the headteacher, governors and other senior staff. To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the headteacher.

3. To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
4. To provide an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer guidance and support to colleagues.
5. To provide effective leadership and management to a team/teams of staff, as agreed with the headteacher including performance management.
6. To make a significant contribution to the school's continuing professional development programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities.
7. To assist the headteacher in school self-review and evaluation and in the effective planning and management of school resources to secure improvements.
8. To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and teaching.
9. To provide guidance and support to phase leaders and other staff in order to improve the quality of teaching and learning.
10. To actively promote equality of opportunity by assisting the headteacher in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account equality characteristics, Special Education Needs, pupils learning English as an Additional Language, and others with emotional needs that may affect learning.
11. To assist the headteacher in all aspects of the day-to-day administration and organisation of the school, as agreed with the headteacher, including taking responsibility for agreed areas.
12. To take a significant role in the implementation of the school's performance management policy, to secure school improvement and individual professional development.
13. To participate in recruitment and selection, as agreed with the headteacher.
14. To deputise for the headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.

TEACHING AND LEARNING

1. To carry out teaching duties, as agreed with the headteacher, providing a model of excellence for colleagues. This may include, as required:
 - Providing in-class support for colleagues through demonstration lessons.
 - Planning units of work with colleagues.
 - Teach a class when and where necessary.
 - Teaching booster or 'catch up' groups.
2. To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
3. To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.

OTHER DUTIES AND RESPONSIBILITIES

1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
2. To take whole school assemblies and to support other staff with assemblies.
3. To prepare and present reports as required.
4. To attend occasional meetings during evening hours, at weekends or in school holidays, as required.

KEY ORGANISATIONAL OBJECTIVES

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

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equalities Policy
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils
- Maintain the exceptional relationships with our pupils, parents and the local community