HANNAH MORE
PRIMARY SCHOOL

Job Description

Deputy Head Teacher

Responsible to: Head Teacher   **Responsible for**: Line management responsibility to be determined on appointment

Purpose of the post:

The Deputy Head Teacher under the direction of Head Teacher will take a major role in formulating the strategic direction of the school: creating systems, staffing structures and policies to achieve this. They will strategically lead on specific areas of school wide development as directed by the Head Teacher.

In addition to carrying out the professional duties of a teacher, the Deputy Head will:

Model the vision and ethos of the school

Lead learning by being an outstanding role model to children and staff

Take responsibility for their own learning and development as an educational professional

Ensure their own wellbeing and that of others by establishing an appropriate balance between life and work

Work closely with staff and members of the community to ensure that no child is left behind, they can all flourish and all those with SEND or who are disadvantaged get the support they need to achieve their potential

Play an active part in the life of the school and its community, including representing the school at public events beyond the school day

Take an active role with the Governing Body

Duties and Responsibilities:

Qualities and knowledge

Under the direction of the Head Teacher:

- Support with the day-to-day management of the school

- Communicate the school's vision compellingly and support strategic leadership

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils

- Build positive relationships with all members of the school community, showing positive attitudes to them

- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally

Pupils and staff

Under the direction of the Head Teacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes

- Ensure excellent teaching in the school, including thorough training and development for staff

- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge

- Identify emerging talents, coaching current and aspiring leaders

- Hold all staff to account for their professional conduct and practice

Systems and processes

Under the direction of the Head Teacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour

- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice

- Work with the Governing Body as appropriate

- Support distribution of leadership throughout the school

The self-improving school system

Under the direction of the Head Teacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils across all phases

- Develop effective relationships with fellow professionals across the Local Authority and other outside organisations
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

The Deputy Head Teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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 Primary Deputy Head Teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.

<u>Notes: This job description may be amended at any time in consultation with the postholder.</u>