**Causeway Green Primary School**

**JOB DESCRIPTION DEPUTY HEAD TEACHER**

The particular duties and responsibilities set out in this job description are to be carried out in addition to the professional duties of a teacher as provided for in the School Teachers Pay and Conditions document.

**KEY PURPOSE**

* To assist the head teacher in the strategic leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the head teacher.
* To take responsibility for leading and managing teaching and learning and assessment, under the overall direction of the head teacher.
* To take responsibility for leading and managing middle leaders under the overall direction of the head teacher.
* To take responsibility for leading on the strategic implementation of our Pupil Premium strategy.
* To take responsibility for leading and managing the curriculum under the overall direction of the head teacher.

**School Culture**

* To assist the head teacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil learning and achievement.
* To have a significant role in setting the aims and objectives for the school and formulating the School Improvement Plan along with the head teacher, Governors and other senior staff.
* To take responsibility for developing and monitoring school policies and procedures in agreement with the head teacher.
* To take the lead in providing SLT with pupil with pupil data to inform future planning.
* To take a lead in analysing data and for the organisation of pupil progress meetings in conjunction with the head teacher.
* To assist the head teacher in school self-review and evaluation.
* To participate in recruitment and selection as agreed with the head teacher.
* Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
* Ensure high standards of pupil behaviour and courteous conduct in accordance with the school’s behaviour policy.
* Implement consistent, fair and respectful approaches to managing behaviour.
* Ensure that adults within the school model and teach the behaviour of a good citizen.

**Leading, Learning and Teaching**

* Make a significant contribution to the school’s CPD programme, deliver training and INSET as required and facilitate working with individuals and teams of people in a variety of professional development activities.
* Maintain an informed view of standards and the quality of teaching and learning across the school by monitoring pupils’ learning and teachers’ planning and teaching.
* Provide challenge and support to AHTs and other staff in order to improve the quality of teaching and learning.
* Actively promote equality of opportunity by assisting the head teacher in ensuring the school’s curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, Special Educational Needs, pupils learning English as an additional language, disability and others with emotional needs that may affect learning.
* Provide in class support for colleagues through demonstration lessons, team teaching, planning support, lesson observations and feedback as required.
* Promote the spiritual, moral, social and cultural development of pupils.
* Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.
* Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
* Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.
* Ensure valid, reliable and proportionate approaches are used when assessing pupils’ knowledge and understanding of the curriculum.

**Professional Development**

* To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
* To be an excellent role model for all members of staff and pupils in all aspects of school life. Actively promote the aims of the school.
* Contribute to the audit of staff’s development and training needs and the provision of effective INSET.
* Offer guidance and support to colleagues.
* To provide effective leadership and management of teams of staff as agreed with the head teacher.
* Support the AHTs and Middle Leaders in developing their role in relation to raising standards.
* To lead appraisal for a delegated team of staff.
* Keep abreast of new initiatives on a local and national level by attending and contributing to a variety of CPD activities.

**Managing the Organisation**

* To assist the head teacher in all aspects of the day to day management and organisation of the school.
* To deputise for the head teacher in the event of absence or unavailability by carrying out leadership and management tasks in accordance with school policy and practice.
* To undertake a significant leading role in maintaining a high standard of pupils’ behaviour and discipline as school policy and support colleagues as necessary.
* Line manager Middle Leaders and AHTs.
* Make effective risk assessments with the safety and security of the school community at the center of decisions made.
* Produce clear, strategic improvement plans for the development of the school and its facilities.

**Securing Accountability**

* Use a range of evidence, including performance data to support, monitor, evaluate and improve aspects of the school, including challenging poor performance and poor behaviour.
* Assist the head teacher in analysing data across the school for all pupil groups in order to track and monitor underperformance and set school improvement priorities.
* Assist the head teacher in using quality assurance systems including self-review, self-evaluation and performance management.

**Working in Partnership**

* Take a leading role in improving the involvement and feedback from parents, carers and the wider community.
* Evaluate and act upon feedback from parents and carers as part of the school’s self-review.
* To liaise effectively with parents and carers to ensure good relationships between home and school in order to improve teaching, learning and behaviour.

**Other duties**

* Ensure the health & safety of pupils on school promises and when engaged in activities elsewhere.
* Undertake professional duties that may be reasonably assigned by the head teacher.