# MARTONGATE PRIMARY SCHOOL

# JOB DESCRIPTION FOR DEPUTY HEAD TEACHER

**Pay Scale:** Leadership Pay Spine Points 4 - 8. Progression up the pay scale will be reviewed annually at the discretion of the Governors, who will determine the appropriate point to be paid taking into account progress made against performance management targets. It should be noted that there is no annual progression as of right, although it would be expected for there to be some movement over a period of time.

**Status of the Post:** This is the second most senior post within the school’s leadership structure which carries with it membership of the Senior Leadership Team. The postholder is accountable to the Headteacher and would be expected to fully deputise for them in the case of their absence. Whilst this position is intended to be filled on a non-teaching basis, if circumstances changed and the deputy was needed to teach, the job description would need to be reviewed and agreed by all parties.

**Main Purpose for the Post:** The Deputy Headteacher will play a major part in supporting the Headteacher in both the day to day management and the strategic development of the school. The postholder’s will be take full responsibility substantial aspects of the school’s operation and will undertake any major responsibilities arising from the Head Teacher's professional duties which have been reasonably delegated.

**Professional Responsibilities:**

* To Deputise for the Headteacher in the event of their absence
* To play a substantial role under the direction of the Head Teacher, in formulating and promoting the aims and objectives of the school.
* To set standards and provide a leading example for colleagues
* To help staff to achieve constructive working relationships with parents and pupils;
* To establish clear expectations and constructive relationships with and between colleagues;
* To be a motivating force for the whole staff in the drive for improvement;
* To play a leading role in the school’s leadership team in planning strategies for future school development and improvement
* Leading staff in the review and amendment of school policies.
* To actively encourage and support the implementation of policies and processes which reflect the school's commitment to high achievement, continuous self-improvement and effective teaching and learning;
* To deal, when appropriate, with Human Resources issues relating to classroom practice and management of other adults within the school.
* To monitor and evaluate colleagues' work, offering challenge and giving support
* To support the headteacher in working collaboratively with the Board of Governors
* To monitor, evaluate and help to implement agreed assessment, recording and reporting processes.
* To use analysis of data from pupil progress, and monitoring and evaluation exercises to effect improvements through the identification and sharing of best practice.
* To liaise with parents and other colleagues as necessary to facilitate the smooth entry of children into school and their transfer between Key Stages.
* To act as the school’s Designated Safeguarding Lead
* To lead aspects of school organization such as the School Council
* Acting as the lead person for Behaviour Management and Attendance matters
* To share lunchtime duties with the Headteacher to ensure that lunchtimes run smoothly
* Undertaking any other duties that may reasonably be regarded as being commensurate with the grade and general purpose of the post.

This Job description may be reviewed at the discretion of the governing body following appropriate levels of consultation.

Date: February 2024