**Job Description – Deputy Headteacher**

The appointment is subject to the current conditions of employment for deputy headteachers contained in the School Teachers' Pay and Conditions Document, the Education Act 2002, the required standards for Qualified Teacher Status and other current legislation.

*This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.*

**IN ADDITION TO THE REQUIREMENTS OF A CLASS TEACHER, AREAS OF RESPONSIBILITY AND KEY TASKS:**

**Strategic direction and development of the School - in co-operation with and under the direction of the Head Teacher to:**

* create, develop and support the vision, ethos and policies of the school and promote high levels of achievement;
* support the creation and implementation of the school development plan within the national and local context and to take sole responsibility for appropriately delegated aspects of it;
* support all staff in achieving the priorities and targets which the school sets for itself and to provide them with support and guidance in implementing schemes of work;
* support the evaluation of the effectiveness of the school's policies and developments;
* ensure that parents are well informed about the school curriculum, its targets, children's attainment & achievements and their part in the process of improvement;
* have a clear understanding and knowledge of current safeguarding legislation and support the Head Teacher in ensuring that this underpins all practice within the school.

**Teaching and Learning - To:**

* Provide an example of ‘excellence’ as an outstanding classroom practitioner and inspiring and motivating staff;
* develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching and high standards of achievement, behaviour and discipline;
* to support the Head Teacher in the development and monitoring of the curriculum;
* support the head teacher in the monitoring of the quality of teaching and children's achievements including the analysis of performance data;
* support the head teacher in developing links with parents, other schools/colleges, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.

**Leading and Managing Staff – To:**

* support the Head Teacher in developing positive working relationships with and between all staff;
* support the Head Teacher in maintaining a culture in which pupils, staff and parents feel confident in raising concerns relating to the welfare or safety of children and that those concerns will be heard and dealt with consistently;
* lead groups of staff in developmental activities (e.g. through coaching, action research, training), delegate appropriately and evaluate outcomes;
* support the Head Teacher in the implementation of the school's performance management policy;

**Effective Deployment of Staff and Resources - To:**

* manage the school effectively in the absence of the Head Teacher;
* work with the Head Teacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

**General – To:**

* act as ‘critical friend’ and provide effective professional challenge and support to the Head Teacher;
* provide information and advice to the Head Teacher and Governing Body and support proper accountability processes throughout the school.