

Radcliffe on Trent Junior School

Job Description for Deputy Head Teacher

1.0 Job Purpose and Core requirements

The deputy head teacher, under the direction of the headteacher shall play a major role in:

- (a) formulating the aims and objectives of the school.
- (b) establishing the policies through which they shall be achieved.
- (c) communicating the school's vision compellingly and supporting and contributing to the head teacher's strategic leadership
- (d) carrying out the day-to-day management of the school
- (e) managing staff and resources effectively in line with school requirements.
- (f) monitoring progress towards the achievement of the school's aims and objectives
- (g) teaching and leading on the improvement of teaching, including leading on CPD
- (h) carrying out the professional duties of a schoolteacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document and Teachers' Standards.
- (i) ensuring that arrangements are in place for all staff to report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.

To undertake any professional duties reasonably delegated by the head teacher.

If the head teacher is absent, the deputy head teacher will deputise, as directed by the governing body, and fulfil the professional responsibilities of a head teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

2.0 Qualities

The deputy head teacher will:

- uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct, as outlined in section 1 *Ethics and professional conduct* of the head teachers' standards
- build positive and respectful relationships within the school and across the school community
- serve in the best interests of the school's pupils
- carry out duties in line with the stated ethos, policies, procedures and principles of the school
- promote and safeguard the welfare of children and young persons for whom they are responsible for or come into contact with.

3.0 Key responsibilities

School culture and behaviour

In partnership with the head teacher and other leaders, the deputy head teacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold and contribute to the improvement of educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism in accordance with the Teachers' Standards, the School Teachers Pay and Conditions Document and the School Employee Code of Conduct
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use and ensure consistent and fair approaches are in place to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum, and assessment

In partnership with the head teacher and other leaders, the deputy head teacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on research evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured, sequenced and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Lead CPD to drive improvements in teaching and learning, to secure the priorities of the school and individuals' needs
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional needs, disadvantaged and vulnerable groups

In partnership with the head teacher and other leaders, the deputy head teacher will:

- Promote a culture and practice that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the current [SEND Code of Practice](#).

Organisational management and school improvement

In partnership with the head teacher and other leaders, the deputy head teacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and all school-based policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Staff management and professional development

In partnership with the head teacher and other leaders, the deputy head teacher will:

- Performance manage middle leaders and teachers as directed, including carrying out appraisals and holding staff to account to their performance
- Manage staff effectively with due attention to their role, workload and staff wellbeing issues
- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education and prioritise continuing professional development for all staff

Governance, accountability and working in partnership

In partnership with the head teacher and other leaders, the deputy head teacher will:

- Understand and welcome the importance and requirement of effective governance, including accepting responsibility and working with the governing board as appropriate
- Attend termly full governing body meetings and committee meetings
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain professional and effective working relationships with fellow professionals, colleagues and governors to improve educational outcomes for all pupils
- Support the work and aims of the PTA

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 deputy head teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

4.0 Particular Additional Responsibilities: Deputy Designated Safeguarding Lead

(Training will be given for this role on appointment)