

Salisbury Primary School Deputy Head Teacher

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

Post Holder Reports to:

The Head Teacher and is accountable to the Head Teacher.

In order to promote and achieve effective teaching and learning throughout the school, the Deputy Head Teacher is expected to:

Aims

- To play a major role under the direction of the Head Teacher in formulating the aims and objectives of the school.
- Actively support the positive ethos and aims of the school by giving advice and support where necessary to ensure the inclusion of all pupils.
- To provide professional leadership and management to raise pupil attainment, staff expertise, and end of Key Stage achievements through leading and promoting effective teaching, assessment and communication.
- To foster effective transitions between school teams.
- To lead and manage throughout the school.
- To lead and coordinate an area (to be agreed) throughout the school to raise achievement and attainment.
- Undertake the professional duties of the Head Teacher, in the event of her absence from the school.

Policies

- Establish policies through which the aims and objectives will be achieved.
- To analyse and interpret relevant national, local and school data to inform policy.
- To ensure all activities, initiatives and projects are delivered in line with school policies and good practice in GDPR, Health and Safety and Equal Opportunities.

Expectations of the Deputy Head Teacher

- To lead with the head teacher the strategic direction of the school.
- To lead, coordinate and monitor the teaching and learning across the school.
- To lead and develop other leaders such as middle and subject leaders.
- To work collaboratively with the head teacher on securing various funding streams
- To co-ordinate and liaise with universities and colleges the placement of students and trainee teachers.
- To lead and coordinate the professional development of ECTS.
- To take a lead on Health and Safety and GDPR.
- To review long term planning to ensure coverage, progression and a range of learning experiences.
- To provide a positive role model for teachers in order to improve and maintain communication links within and beyond the school community
- Initiate and develop strategic planning that is in line with other priorities within the school development plan.
- To support staff to meet personal and professional targets.
- To ensure staff share the aims of the school in promoting high quality learning in the classroom.
- Working as a team to foster an ethos that reflects a happy, friendly and positive learning environment for all pupils, staff and parents.
- To take a positive involvement in the discipline and pastoral welfare for all children

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Monitoring and consultation

- To have an integral part and play an effective role in school assessment and school self-evaluation and set school targets for continuing school improvement.
- To present clear analysis and accounts of the school's performance
- Ensure that appropriate systems are in place for assessment and target setting
- To monitor the effective organisation and management of both human and physical resources.
- To monitor the quality of teaching and learning in line with school policy. This may include lesson observations, monitoring of short, medium and long term planning, scrutiny of pupils work and modelling lessons.
- To report regularly and appropriately about the progress of identified pupils.
- To develop, monitor and review the implementation of policies in order to promote effective teaching and learning in relationship to the school community and 'making a contribution to society'.

Leadership and Management

- To play an integral part in the day to day management of the school.
- Contribute to establishing the core values of the leadership team and their practical expression.
- To participate in the operation of personnel procedures, for example recruitment, disciplinary procedures.
- To undertake annual Performance Management, setting and agreeing targets linked to the school development plan priorities with the Headteacher.
- Lead professional development through example and support and coordinate the provision of high quality professional development for staff.
- To participate fully and positively in the life of the school.
- To take the responsibility of the management of the school in the absence of the Head Teacher.
- To liaise with outside agencies, including inspectors and advisory teachers.
- To have continuous professional development that demonstrates knowledge of current legislation and developments in education leadership and management.
- To use financial and resources management innovatively and effectively.
- To lead and attend team and staff meetings.
- To support new teachers and their mentors.
- Develop links with Governors, Local Authorities and neighbouring schools.

Deputy Head Teacher Teaching Responsibilities (Depending on the priorities of the school)

Every teacher has the responsibility for revisiting pupil attainment and whole school success:-

- Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil's achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
- Delivery of the National Curriculum and school policies and schemes of work, through planning and teaching, assessment of pupil progress through monitoring and on-going record keeping
- Establishing positive professional relationships with pupils and also with parents, keeping them informed of pupils' progress and sharing any concerns which the parents or the teacher may have; aiming for full partnership to promote the learning attainments and well being of the children
- Sharing in day-to-day responsibilities within the school: playtime supervision, covering for absent colleagues in accordance with agreed Borough and Union policy, participating in assemblies, sharing in responsibility for display in communal areas of the school
- Upholding the ethos and aims of the school at all times

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- Having a knowledge of the main strategies for improving and sustaining high standards of teaching and learning
- Providing a stimulating, inviting and organised classroom
- To practise and manage own time effectively, balancing the demands made by teaching, subject or team management and involvement in school development.
- To carry out such duties as the Head may request from time to time

This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such reasonable duties, which may be required from time to time when requested by the Head Teacher.

This Job Description will be reviewed and updated on an annual basis.