

## Job Description Deputy Headteacher

<b>Job Title:</b>	Deputy Head teacher
<b>Grade:</b>	Standard National scale in line with the current School Teachers' Pay and Conditions document
<b>School:</b>	Kirton Lane Primary School
<b>Salary Scale:</b>	Leadership Scale
<b>Responsible to:</b>	The Head teacher and the governing body
<b>Duties of the Deputy Head teacher:</b>	The Deputy Head teacher would be expected to fulfil the expectations and duties assigned by the Head teacher.

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### Main purpose of the post

- Work with the Head teacher and as a member of the SLT ensure a high standard of education provision for pupils
- To assist the Head teacher in the efficient running of the school by developing and maintaining effective whole school systems, practices and procedures.
- To assist the Head teacher in ensuring that there is consistency of teaching, continuity in context and skills, and high standards of learning and pastoral care throughout the school.
- To help, support and encourage all teaching and non-teaching staff in school, promoting and developing an effective internal communication system.
- Work alongside the Head teacher to maintain and develop effective school self-review and improvement planning processes.
- To deputise for the Head teacher in her absence and to assist in the overall management of the School.
- To be an excellent practitioner and lead by example at all times by demonstrating consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school, including as member of the Safeguarding Team.
- Undertake duties of a teacher as specified within the school if necessary.
- Work with colleagues within the leadership team to monitor children's progress and attainment and continue to raise standards.
- Leading by example making a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with colleagues

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### Leading – specific responsibilities for leadership in the School

- To share with the Head teacher and Governors the management and running the School by helping to produce clear aims, effective policies and strategic planning.

- To share with the Head teacher the responsibility for ensuring that the school's aims and objectives are achieved and support the Head teacher in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership.
- Demonstrate an ambitious vision for the school and strive for high expectations for every pupil by setting high standards and leading by example in all areas of work.
- Constantly evaluate the strengths and weaknesses in the school and use the findings to actively promote improvement, ensuring that a thorough understanding of the school's performance, staff and pupils' skills and attributes are present
- Develop leadership capacity through CPD and work effectively at all times with the Head teacher, governing body, parents, members of staff and other schools as representative of the SLT
- Work together in the SLT to effectively develop strategies and promote and sustain an effective leadership model that is focused on the rigorous implementation of improvement plans
- To take a lead role in the review, development and management of activities relating to the curriculum
- Ensure that a consistent approach to policies and procedures is adhered to
- To take a lead role in the review, development and management of activities relating to assessment systems to pursue excellence for the school.
- Work closely with other leaders to ensure effective transition across phases.
- To assist with the selection and appointment of staff to the school and subsequently their professional development including the induction of new staff.
- To effectively manage and deploy teaching and support staff, financial and physical resources within the school to support the delivery of the curriculum

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### **Teaching and Learning - specific responsibilities**

- To assist with development of good practice in teaching and learning methods and consistently provide high standard teaching, curriculum planning to extend and build pupils knowledge.
- To assist in the monitoring and evaluation of standards of teaching and learning in school, taking action to ensure that the standards are consistent with the aims and objectives of the school.
- To advise teaching staff in planning and implementation of long and medium term plans across the curriculum.
- To take a lead role in raising the quality of teaching and learning across the school through the monitoring of curriculum delivery ensuring that it is appropriate to the needs and abilities of individual children.
- To work alongside the SLT and governors to devise and implement strategies to remove barriers to learning and enable all pupils to have full access to a broad and balanced curriculum.
- To be responsible for the performance management of an identified group of teachers across the school
- To work with teachers to provide high quality learning setting high expectations and establishing a stimulating environment for pupils.

- To know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- To take a lead role to ensure pupils' behaviour is managed effectively to create a good and safe learning environment and establish a framework for discipline with a range of strategies
- To plan and prepare work for the short, medium, long term.
- To teach, according to their educational needs, pupils for whom he/she is responsible. This may include setting and marking of work to be carried out elsewhere.
- To assess, record and report on the development progress and attainment of pupils, maintain effective records and assessments.
- To participate in all necessary arrangements and procedures relating to national and local assessments.
- To ensure that all pupils for whom he/she is responsible progress and are encouraged.
- To maintain good order and discipline among pupils with particular reference to health & safety
- To provide pastoral care, guidance and advice to pupils as appropriate.
- To lead and participate in meetings covering school and pupil activities.
- To attend and lead assemblies.
- To communicate and consult with parents/carers and other relevant bodies.

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## **General**

- To assist the Head teacher in establishing a positive school ethos.
- To provide leadership and give practical support and encouragement to teaching and non-teaching staff and provide assistance to staff seeking clarification of difficult issues.
- To understand and know how to use local comparative and school data including National Curriculum test data to set clear targets for children's achievement
- To select and make good use of ICT skills for classroom and management support.
- To understand how children's learning is affected by their physical, intellectual, emotional and social development.
- To undertake any professional duty which may be delegated to him/her by the Headteacher.
- To be part of the governing body

This job description is not exhaustive and the job holder may be asked to undertake duties that are commensurate with the level and grade of the role.