

**Willow Tree Primary School –
Deputy Headteacher – Standards and Assessment
Job Description**

Job title: Deputy Headteacher – Teaching and Learning
Line manager: The Headteacher
Salary: L12-16

Areas of accountability

- Strategic overview of the curriculum
- Strategic management of the core curriculum and pupil progress, including monitoring standards, enjoy and achieve, economic well being, make a positive contribution
- Assessment of/for learning
- Development of school based assessment systems
- Analysis of data & sharing info
- Developing planning and monitoring of subject leadership
- Strategic overview of identified phase/s
- Mentoring & support of ECTs & students
- Induction of new staff
- Working with parents
- Strategic management of SMSAs
- Development of pupil voice
- Child protection and safeguarding
- Multi agency working
- PM of up 2 AHT's and non-class based teaching staff.
- Leadership of school in absence of HT

Main purpose of the job

- To carry out the duties of this post in line with the remit outlined in the *School Teachers' Pay and Conditions Document* including the conditions of employment for deputy headteachers and the school's own policy
- To assist the headteacher in the leadership, management, organisation and development of the school, carrying out specific duties including responsibility for the standards and the curriculum for all children in the school
- To lead and manage assessment, developing systems, pupil progress meetings (learning conversations) data collection and analysis across the school and ensure assessment data is used to for the school improvement
- To develop the school curriculum to ensure breath and balance
- To take full responsibility for the school in the absence of the head teacher
- To carry out teaching duties as required
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- To promote and support inclusive practice.

Duties and responsibilities

Shaping the future

- To work in partnership with and assist the head teacher and governors in establishing a vision for the future of the school
- Play a significant role in the school improvement and school self-evaluation planning process
- To assist the headteacher in managing school resources and in devising and monitoring action plans and other policy developments

- Lead by example to motivate and work with others to promote a culture of inclusion within and across the school community where all views are valued and taken account of

Leading teaching and learning

- Promote the active involvement of pupils in their own learning
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the headteacher to raise standards through staff appraisal, as outlined in the school's staffing structure
- Help with the provision of training and support for staff in the areas of teaching and learning
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, and assessment for learning
- Assist the headteacher in managing the school through strategic planning and the formulation of policy and delivery of the national curriculum ensuring management decisions are implemented
- Be responsible with the headteacher, for the process involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, statistical analysis and target setting
- Promote the active involvement of pupils in their own learning

Developing self and working with others

- Support the development of collaborative approaches to learning within the school and beyond
- Assist the headteacher in the recruitment of new staff organise and support the induction of staff new to the school and those being trained within the school
- Act as an induction co-ordinator for ECTs and have responsibility for students on teaching practice and those undertaking work experience
- Participate as required in the selection and appointment of teaching and associate staff, including overseeing the work of supply teachers in the school in the absence of the headteacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Work closely with the headteacher in ensuring an appropriate programme of professional development for all staff, in line with the school development plan and appraisal outcomes
- Lead the annual appraisal process for all identified support and teaching staff (see organisational chart)
- To keep up to date with current educational thinking and practice

Managing the organisation

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- Be an effective, reflective and enthusiastic member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school

Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Strengthening community

- Assist the headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers

- To maintain contact with all specialist support services
- To organise and attend meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote relationships and work with colleagues in other schools and external agencies

Specific tasks

Have responsibility for the school standards and assessment, its development, maintenance and evaluation. This includes the following

- Work with subject leaders to ensure a broad and balanced curriculum which promotes children's progress and achievement.
- Ensure that the school's policy is consistently applied throughout the school
- Interpret and analyse data and provide summary reports to the headteacher, senior leadership team, staff and governors
- Implement and review an effective system of assessing and recording the progress of pupils in partnership with parents, the class teachers and other relevant staff members.
- Work with SLT, core subject leaders and class teachers setting appropriate targets for the children
- Identify groups of pupils and individuals who are at risk of underachieving and ensure strategies are in place to raise their achievement
- To monitor the progress of all children and to observe and assess their progress
- Arrange parents evenings and ensure parents are effectively informed as to the progress of their children
- Organise induction for staff new to the school
- Ensure strategies are in place to ensure pupils have a voice in the development of the school
- Ensure the effective work of SMSAs in the school
- Build links with local community groups who work with parents, carers and pupils
- Together with the head teacher be, a named contact for child protection issues
- Ensure there are clear processes and procedures for subject leaders including policy, action planning and monitoring
- Ensure there are consistent procedures and effective strategies in place for the mentoring of NQTs and students
- To review the teaching and learning, assessment and marking policies on a regular basis and ensure the links with other policies

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of Post holder _____ **Date** / /

Signature of Headteacher _____ **Date** / /