



February 2024

Post Holder	
Job Title	Deputy Head teacher
Accountability	To the Head teacher and Governors
Group 3	Leadership Spine point 8-13

Job Purpose

To work in partnership with and to support the Head teacher in all aspects of the internal organisation, leadership and management of the school including accountability to the governors and safeguarding.
To undertake and fulfil the duties in accordance with the School Teacher's Pay and Conditions document.

For Whom Responsible

All teaching and support staff within the school under the brief of the Head teacher.

Main Duties and Responsibilities

Leadership and Strategy

- Deputise for the Headteacher in all aspects of the safeguarding, management, control and discipline of the school
- Support the Headteacher's strategic view for the school that puts teaching and learning at the centre of planning and development
- Work with the Headteacher in ensuring that a school improvement plan, which is based on robust self-evaluation, is in place, delivered, and impacts on school improvement
- Lead a range of school self-evaluation activities in close consultation with the Headteacher
- Act as a Designated Safeguarding Lead and promote safeguarding effectively to pupils, staff, parents and the wider community
- Ensure that each subject area has clear aims and objectives, with detailed schemes of work, in consultation with the subject leaders
- Work collaboratively with all stakeholders, creating and sustaining positive and productive relationships
- Shadow the Headteacher at Governing Body meetings and support the governing body in challenging and supporting the school effectively through reports when required
- Alongside the Headteacher, monitor, review and ensure that all policies and practices take account of national, local and school data as well as inspection and research findings
- Act as leader for an area of responsibility within school which may be changed in accordance with the school's needs and priorities

Teaching and Learning

- Provide a model as an outstanding classroom practitioner
- Implement the agreed curriculum policies of the school
- Participate and co-operate with other teachers in planning, preparing and delivering an appropriate broad, balanced education for the pupils
- Ensure that the behaviour management of the school is implemented consistently by all staff and promotes high standards of behaviour
- Maintain an up-to-date awareness and understanding of local and national initiatives and policies relating to teaching and learning
- Participate in and lead staff meetings relating to areas of responsibility including the curriculum

Leading and Managing Staff

- Lead by example, motivating, supporting and developing all staff to improve the quality of teaching and therefore raising standards
- Take part in recruitment and selection of staff
- Act as line manager for members of staff including Performance Management
- Take responsibility for the coaching of individuals as identified and act as an ECT mentor when necessary
- Ensure that systems for induction are robust, efficient, and effective, along with being consistently applied
- Ensure compliance of stakeholders with the requirements of all policies and practices designed to safeguard children and adults within school

Management of Resources

- Alongside the headteacher, deploy people and resources efficiently and effectively to meet objectives in line with the school's strategic plan and financial context and in accordance with their conditions of employment including the formulation of timetables
- Create a stimulating environment both in the classroom and around school where children's work is valued and celebrated
- Manage, prioritise and allocate funds within cost centres relating to areas of responsibility
- Develop resources to improve the quality of teaching within school

Community Cohesion and Pastoral Care

- Maintain an ethos of inclusion in which all individuals feel valued and where personal endeavour and responsibility are encouraged and embedded within the school and wider community
- Maintain an environment where all members of the school community actively demonstrate their care and concern for everyone and fulfil the requirements of the school's equality policies
- Ensure parents/carers are given regular information about the progress of their children and other educational issues
- Work with parents and carers to ensure children have access to extended services, extra-curricular opportunities, homework and other educational and social experiences
- Ensure that the school is an integral part of the local community
- Take account of, and respond to feedback sought from pupils, parents and the wider community
- Liaise with other organisations and schools for the furtherance of the school's needs, or those of any pupil, employee or parent/carer
- Promote pastoral care, positive behaviour and community cohesion through the delivery of high-quality assemblies

Signed by the postholder: _____

Date:

Signed by the headteacher: _____

Date: