



Working together to succeed

Deputy Head Teacher Job Description

October 2024

The Deputy Head will be responsible for working in partnership with and supporting the Head teacher on the following key school leadership and management areas. This will involve accepting delegated responsibility for aspects of these key areas.

Strategic direction and development of the school

- ❖ Work with the Headteacher, Governors and Leaders to contribute to a strategic view for the school in its community and analyse a plan for its future needs and further development within the local and national context.
- ❖ Engage in a close professional relationship with the Headteacher supporting and challenging where necessary, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher and Governing Board.

Teaching and Learning

- ✓ Lead on the development of teaching and learning throughout the school, including the pedagogical and practical development to ensure that the quality of teaching and learning improves overtime.
- ❖ Lead, facilitate and manage teaching and learning CPD through a range of strategies.
- ❖ To lead the schools' Instructional Coaching programme (training will be given)
- ❖ Organise the weekly Teaching and Learning schedule.
- ❖ Providing an example of high-quality classroom practice, inspiring and motivating other staff.
- ❖ To lead on the monitoring of teaching and learning throughout the school and using this monitoring to improve standards. To design and implement an effective monitoring plan.
- ❖ To work closely with the Core Leadership Team (CLT) on analysing data and leading progress meetings to drive up standards of teaching and learning in the school.
- ❖ Provide intensive support to specific teachers when needed.
- ❖ To support the Phonics Leader in the strategic implementation of leading Read Write Inc, as well as supporting with the operational side when needed.
- ❖ Lead on the design and implementation of the curriculum within the school.



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Leading and Managing Staff

- ❖ To lead, manage, develop and support Phase Leaders and the school's Expert Practitioner who are in the Wider Leadership Team.
- ❖ Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development.

Efficient and effective deployment of staff and resources

- ❖ Working with the Assistant Headteacher to manage cover arrangements for staff absences/ time out of class etc and communicate effectively with School Business Manager on absences.
- ❖ Deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plans and financial context.

Safeguarding

- To be an Additional Designated Safeguarding Leader in the School
- To contribute and positively promote the safeguarding ethos and culture within the school.
- To meet regularly with the DSL team to discuss safeguarding and child wellbeing matters.

Accountability

- ❖ Support the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.

Specific Duties

- ✓ To work with the Headteacher and CLT to plan and implement the strategic direction of the school.
- ✓ Work closely in partnership with the Headteacher, supporting and challenging where appropriate.
- ✓ Support with the day to day running of the school and contribute to the ethos of Working together to succeed.
- ✓ Lead assemblies in consultation with the Headteacher
- ✓ Be responsible for the Professional Development of Students and Early Career Teachers when necessary.



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- ✓ Overtly promote the values and achievements of the school to the community.
- ✓ To lead HR related meetings when required
- ✓ Attend Governor Meetings when required
- ✓ Undertake such reasonable activities as the Head teacher and Governing Board may, from time to time, require and direct.
- ✓ Deputise for the Head teacher in their absence.
- ✓ Support the Head teacher in leading Health and Safety across the school.
- ✓ This role does not have a specific teaching commitment and is non-class based. However, the Deputy Head may be required to teach as and when needed. It is expected that the Deputy Head will support teachers through modelling, team teaching and co-planning. When a regular teaching commitment is needed, it will not exceed the equivalent of 2 days over the week.

This job description will be reviewed at least annually as part of the Deputy Head's Performance Management programme

Signed _____

Signed _____

Member of Staff

Headteacher

Date

Date