



ALL SAINTS' CE PRIMARY SCHOOL
DEPUTY HEADTEACHER'S JOB DESCRIPTION
LEADERSHIP SCALE L1 – L4: £42,195 - £45,434

Purpose of Role

Share in the leadership of the school by working in partnership with the Headteacher and middle leaders to provide an outstanding education for the children, whilst ensuring sustained school Improvement occurs in the quality of teaching and learning throughout the school, and the aspects of school life for which you are accountable.

Key accountabilities

- Share leadership of the school as a member of the senior leadership team.
- Take full responsibility for the school in the absence of the Headteacher between the hours of 8.15am – 4.00pm which includes lunchtime.
- Carry out the professional duties of a teacher as required with the expectation that teaching is outstanding.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- Ensure the quality of teaching, learning, assessment and pupil progress across the school.
- Carry out the duties of subject leadership for Literacy throughout the school, tracking progress and raising standards.
- Have strategic leadership for developing an engaging creative curriculum.
- Manage staff performance and improve the professional skills of colleagues.
- Teach to an exemplary standard.

Main purpose of the job

- Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for Deputy Headteachers and the school's own policy.
- Under the overall direction of the Headteacher play a lead role:
 1. in formulating the aims, objectives of the school and establishing the policies through which they are achieved
 2. be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement.

3. proactively manage staff and resources

Duties and responsibilities

Shaping the future

- In partnership with the Headteacher and governors establish and implement an ambitious vision and ethos for the future of the school.
- Contribute to the identification of key areas of strengths and weaknesses in school and the self-evaluation of the school.
- Play a leading role in the school improvement and school self-evaluation planning process.
- Manage school resources.
- Devise, implement and monitor action plans and other policy developments.
- Keep the aspirations of the school at the fore when working with staff and be vocal in promoting this vision.
- Lead by example to motivate and work with others.
- Lead by example when implementing and managing change initiatives.
- Promote a culture of inclusion within the school community where all views are valued and taken into account.

Leading teaching and 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.
- Lead the development and delivery of training and support for staff.
- Lead Literacy throughout the school, developing teaching and learning and raising standards.
- Share responsibility for the analysis of key school performance data to ensure improvement in standards is promoted.
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and in the development of a creative and appropriate curriculum for all pupils.
- Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented.
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lessons observations to ensure consistency and quality.
- Ensure the systematic teaching and basic skills and recording of impact is consistently high across the school.
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Ensure through leading by example the active involvement of pupils and staff in their own learning.

- Ensure a culture and ethos of challenge and support where all pupils can achieve and become engaged in their own learning.

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond.
- Participate as required in the selection and appointment of teaching staff, including overseeing the work of supply staff / trainees /volunteers in the school in the absence of the Headteacher.
- Be an excellent role model for staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.
- Develop the role of subject leaders through a system of monitoring and developing skills.

Managing the organisation

- Lead regular reviews of all systems to ensure statutory requirements are being met and improved on where appropriate.
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Be a proactive and effective member of the senior leadership team.
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate.
- To undertake any professional duties, reasonably delegated by the Headteacher which will include activities outside of school normal working hours.

Improve the teaching and professional skills of colleagues in a manner that has a positive impact on pupil achievement and progress

- Work alongside colleagues in the classroom
- Motivate and inspire
- Work with groups and individuals to offer individual and collective support working under the challenges of teaching today.
- Ensure quality of opportunity in all activities

Securing accountability

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards.
- Support the Headteacher in reporting the school's performance to its community and partners.
- Promote and protect the health and safety welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Strengthening community

- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
- Promote the positive involvement of parents / carers in school life.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Strengthen partnership and community working.
- Promote positive relationships and work with colleagues in other schools and external agencies.

Be an exemplar of good practice in terms of your own classroom teaching and organisation as well as in your willingness to take on board new initiatives for school improvement.

This post holder is accountable to the Headteacher and you will be required to fulfil any reasonable expectations. The duties outlined in this job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.