



Annie Lennard Primary School
Job Description
Deputy Head Teacher

Job purpose:

To assist the Head teacher and SLT in raising standards and having a positive impact on teaching and learning, for all pupils.

To be an innovative, positive and inspirational role model.

To model an inclusive approach in all areas of school life to ensure all stakeholders are supported to achieve their potential.

To take full responsibility for the school in the absence of the Head teacher.

Professional Duties:

Play a major role under the overall direction of the Head teacher in:

- a. establishing and ensuring effective implementation of the plans and policies through which they shall be achieved;
- b. managing staff and resources to that end; and
- c. monitoring and evaluating progress towards their achievement.

Responsible for:

- Effective **assessment** procedures throughout the school including data analysis that promote and support improvement in **standards**
- An agreed subject leadership of a **core subject area**
- A consistent approach to **behaviour** management that ensures pupils welfare/well-being and promotes a harmonious school ethos beyond the classroom
- Leadership of another area as mutually agreed and as the school requires it
- **Teaching** groups as necessary to meet targets.
- Induction of Early Career Teachers
- Progress and attainment of disadvantaged pupils

Specific responsibilities will include:

Assessment and whole school improvement

Responsibility for developing and maintaining all assessment procedures within the school, through liaison with SLT and subject leaders.

Successfully impacting on whole school improvement by:

- Analysis of whole school/cohort/vulnerable group trends of strength and weakness through assessment strategies.
- improving underachievement/attainment in targetted groups
- keeping up to date with improvements trends
- supporting staff in the implementation of strategies
- measuring impact of strategies considering value for money
- monitoring and evaluating pupil achievement and attainment throughout school
- leading moderation across school to ensure accuracy and consistency of judgements
- coaching and modelling good practice



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Core Subject Leader

Responsibility for raising standards in the core subject across the school, through liaison with SLT and subject leaders.

Successfully impacting on whole school improvement by:

- highlighting whole school/cohort/vulnerable group trends of strength and weakness through assessment strategies.
- improving underachievement/attainment in targeted groups
- keeping up to date with improvements trends and new directions in the subject
- supporting staff in the implementation of strategies, considering available resources including your personal teaching commitment
- coaching and modelling good practice
- measuring impact of strategies considering value for money
- budget holder responsibility and follow budget holder protocols ensuring the subject is adequately resourced
- monitoring teaching and learning in a range of creative ways
- applying all other duties necessary to ensure effective subject leadership

PLUS

Behaviour outside the classroom

- Responsibility for leading the consistent implementation of positive behavioural systems that clearly define sanctions and rewards whilst differentiating appropriately and fairly.
- Monitoring Behaviour around school, highlighting patterns and responding to them.
- Ensuring all statutory reporting is adhered to.
- Maintaining the school's good reputation for Behaviour and improving it.
- Ensuring that all reported bullying is dealt with.
- Working positively with parents and children to develop pastoral care
- Effective partnership with outside agencies.
- Effective team working with staff.
- Liaison with SENCo on inclusive strategies and techniques

In addition

Work with the Head teacher/SLT on...

- All areas of school improvement
- The completion of the School Self Evaluation, particularly in areas that DHT is responsible for.
- Maintaining and promoting staff morale/work life balance and supporting them to meet personal and professional targets



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- Forming excellent relationships with staff, pupils, parents, other schools and governors.
- Attending governing body, parents', PTA, SLT, staff meetings and presenting/reporting back as necessary.
- Having responsibility for budgets where responsible, and assist in whole school budget planning.
- Assisting in extracurricular activities as appropriate and required.
- Providing a role model as an outstanding classroom practitioner.
- Providing an excellent model of leadership, and offer support and coaching in developing staff members as required.
- Working in accordance with recent legislation with particular reference to Health and Safety requirements and DES guidance, LA Policy and advice.
- Supervising and monitoring learners' behaviour and conduct both in lessons and in the playground as part of the school duty of care, pastoral and welfare support.
- Work in line with the Policies and Code of Practice for the School with regard to Performance Management, Recruitment and retention of staff, Staff Discipline and Pay.
- Expecting all employees to be courteous to colleagues and to provide a welcoming environment to all stakeholders.
- Covering classes to release staff or in staff absence
- Overseeing teaching students from local universities

Other duties and responsibilities

From time to time the Head teacher may ask the post-holder to perform other duties, this is at the discretion of the Head teacher.