

Job Description – Deputy Headteacher – April 2021

Job Title	Deputy Headteacher
Location	Blenheim Primary School, Orpington (primarily)
Main Purpose of Job	
To support the Head Teacher with the overall management and leadership of the school through securing and sustaining the high expectations and excellent practice across the Curriculum leading to excellent outcomes for pupils.	
You are required to carry out such particular duties as set out in the Pay and Conditions Document, in relation to your role as Deputy Headteacher.	
Specific Duties	
<p>To work with the Head Teacher and Governing Body to:</p> <ul style="list-style-type: none"> - Contribute to the positive and inclusive ethos for learning. - Support the wider leadership team to provide a rich and relevant curriculum which is broad, exciting and stimulating. - Overtly promote the values and achievements of the school within the community. - Enhance the range of high quality extra-curricular activities within the school. - Undertake such reasonable activities as the Head Teacher, Governors, Executive or Trustees may, from time to time, require. - Monitor and evaluate progress towards the successful achievement by pupils, including groups of pupils as well as those considered vulnerable, using assessment data to inform teaching and learning. - Lead on and provide high quality tailor-made CPD for all stakeholders. - Deputise for the Head Teacher in their absence. - Undertake the role of one of the Designated Safeguarding Leads for the School. 	
Strategic Direction and Development of the School	
<ul style="list-style-type: none"> - Working with the Head Teacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context. - Act as a 'Critical Friend' to the Head Teacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Head Teacher and Governing Body. 	
Lead Learning and Teaching	
<ul style="list-style-type: none"> - Promote a culture that ensures a continuous focus on raising pupils' achievement using comparative data and local and national benchmarks to evaluate and improve the school's performance. - Ensure that there is effective planning and assessment for every child's learning, and careful monitoring and tracking of the progress and achievement of pupils groups and individual pupils. - Systematically evaluate and enhance the quality of teaching across the school, and work with all classroom staff to ensure the highest standards of professional performance. - Lead, develop and monitor through regular review of the curriculum to ensure that it challenges and stimulates pupils' enjoyment and enthusiasm for learning. - Promote and encourage creativity, innovation and the use of new technologies in order to enhance teaching and learning. - Develop and maintain a broad range of extra-curricular activities across the school, including sports, arts and Extended School Services. - Maintain and develop links with parents, other schools, educational establishments and the wider community in order to enhance teaching and learning and pupils' personal development 	

Develop self and work with others
<ul style="list-style-type: none"> - Lead by example, creating a shared commitment to high expectations collaborative team work, distributed leadership and professional reflection through the implementation of high quality CPD. - Support, challenge and appraise the work of all staff through the implementation of effective strategies and procedures for induction, professional development and performance review.
Efficient and Effective Deployment of Staff and Resources
In consultation with, and under direction of the Head Teacher, deploy staff and resources efficiently and effectively to meet specific objectives in line with the school plans and financial context.
Secure Accountability
<ul style="list-style-type: none"> - Contribute to effective self-evaluation among teams and individuals so that all staff recognise that they are accountable for the success of the school. - Provide data analysis, information and advice to the Governing Body, which will enable it to meet its responsibilities for securing effective teaching and learning, together with improved standards of achievement. - Support the Head Teacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
Strengthen Community
<ul style="list-style-type: none"> - Collaborate with other agencies to ensure the academic, spiritual, moral, social and cultural well-being of the pupils and their families. - Build on effective partnerships with other primary and secondary schools including the wider E21C Trust, Local Authority, other agencies and the wider community to further pupil welfare and secure achievement. - Maintain the high profile of the school in the community.