



## BLUE COAT CE PRIMARY SCHOOL

### Job Description

#### DEPUTY HEADTEACHER

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##### 1. JOB PURPOSE

- To assist the Headteacher in meeting the aims and objectives of the school
- Provide professional leadership for the school which secures its success and continuing improvement.
- To teach and undertake the professional responsibilities of the Deputy Headteacher in accordance with the school teacher's pay and conditions document.
- To take overall responsibility for the school in the absence of the Headteacher.
- To lead, motivate, support, challenge and develop staff to secure school improvement.
- To assist in the deployment of people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context.
- To support the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.

##### 2. MAIN DUTIES AND RESPONSIBILITIES

- To undertake the professional responsibilities of a teacher, as set out in the school teachers' pay and conditions document.
- To be an exemplary class teacher, having high expectations and providing an excellent role model of high quality teaching and learning.
- To secure and sustain high quality teaching and learning throughout the school, assisting in monitoring and evaluating the quality of teaching and learning.
- To undertake a senior role in leading all aspects of school self-evaluation and school improvement
- To assist the Headteacher in determining, organising and implementing an appropriate curriculum for the school.
- To determine and ensure the implementation of school policy and procedures to the benefit of its stakeholders.
- To take a leading role in the tracking and analysing pupil progress across key stages, providing regular reports on pupil progress to stakeholders.
- To undertake a lead role in upholding high standards of Safeguarding, Health and Safety, and pupil Behaviour within the school.
- To lead some acts of collective worship and lead the staff and governors, with the support of the Headteacher, in promoting and developing the school's Christian distinctiveness and effectiveness as a church school.



- To be an effective member of the school's Senior Leadership Team responsible for strategic decisions
- To manage the performance of allocated staff.
- To undertake an active role in promoting pupil leadership within school.
- To keep abreast of current educational thinking and initiatives.
- To work in partnership with outside agencies and cluster schools in securing the best outcomes for pupils.
- To take a lead strategic role in the planning and implementation of staff CPD across the school.
- To oversee middle leadership across the curriculum subject areas and take responsibility for leading an identified curriculum subject.
- To extract, analyse and interpret a range of school performance data and measures so as to evaluate school performance and subsequently report findings to stakeholders.
- To be a deputy Designated Child Protection Officer for the school.

### **3. SUPERVISORY RESPONSIBILITY**

- Assist the Headteacher in supervision of all members of the teaching and support staff.

### **4. SUPERVISION RECEIVED**

- The Deputy Headteacher is accountable to the Headteacher and Governors of the school.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; it is intended to set out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.