

# Heybrook Primary and Nursery School



Heybrook Primary School  
Park Road, Rochdale, OL12 9BJ  
01706 647201  
Headteacher Mrs Toni Moore

Heybrook Nursery School  
South Street, Rochdale  
OL16 2EP  
01706 645435

## Deputy Headteacher Job Description

**Job Title:** Deputy Headteacher

**Grade:** 14-18

**Responsible to:** Headteacher

**Duties and Responsibilities:** As per the Teachers' pay and Conditions Document

The school is committed to safeguarding and promoting the welfare of children and young people. The Deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

### Teacher responsibilities

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- If required, to be responsible for a specific class or age group of children.

### Strategic Role

In partnership with the Headteacher, assist in:

- Creating, inspiring and embodying the ethos and culture of the school, securing its vision statement with all members of the school community, to ensure an environment for teaching and learning which empowers both staff and pupils to achieve their highest potential is nurtured and developed
- Identifying and formulating the overall aims and objectives of the school, taking into account the individual needs of each child within the context of the school community
- Effective whole school self-evaluation leading to the compiling of the school improvement plan and the subsequent monitoring and evaluation of this plan across school. This will be underpinned by sound financial planning, management and organisation to secure whole school improvement
- Developing outstanding teaching and learning across school
- Ensuring highly effective channels of communication continue across school
- Embracing new initiatives and demonstrate flexibility to implement educational initiatives

- Monitoring, evaluating and reviewing the effects of policies, priorities and the performance of the school in practice and take appropriate action
- Display competence as a manager and a professional teacher in order to help raise standards of achievement throughout the school
- Deputise in the absence of the Headteacher

### **Specific Delegated Responsibilities**

- To work in partnership with the Headteacher to create and maintain an environment and code of conduct that promotes and secures outstanding teaching, effective learning and high standards of achievement, good behaviour and discipline which enables teachers to meet the standards set out in the professional development framework
- Be the exemplar of high-quality teaching and learning across school
- To determine, organise, implement and monitor the curriculum and its assessment, playing a major role in curriculum innovation
- To ensure that improvement in Reading, Writing and Maths are priority targets for all pupils, including those with special and or additional needs
- To monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils at the school
- To lead the development, organisation and implementation of the school's curriculum including school policies on curriculum, teaching and learning styles, assessment, recording and reporting
- Ensuring that the learning and teaching provided a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs
- To deputise for the Headteacher in all aspects of leadership and management of the school
- To produce annual Improvement Plans for your areas of responsibility which should include targets, personnel involved, cost, time scale and evidence of success
- To work with the Headteacher on all aspects of Health and Safety
- To assist the Headteacher in promoting excellent standards of pupil behaviour whilst maintaining an excellent standard of pastoral care in conjunction with the Pastoral Manager
- To contribute to the day to day administration of the school as determined by the Headteacher and in conjunction with the School Business Manager
- To promote and maintain good relationships with pupils, parents, staff, governors and with officers of the LA
- To be accessible to staff and consult them about their work.
- To undertake other responsibilities as the Headteacher and Governing Body may reasonably require which are consistent with the statutory and contractual duties of a Deputy Headteacher
- To carry out the duties of a teacher for a class (or a designated group of pupils) as required
- To be committed to the school's aims for ongoing school improvement with particular emphasis on accelerating progress and raising standards across school

### **Specific Responsibilities**

- To develop teaching and learning across school
- To attend any relevant courses
- To disseminate information to staff so that they are aware of and are updated about new perspectives and developments in education

- To keep the school policies under review and amend as and when necessary
- To ensure that an area of the core curriculum is taught in keeping with government guideline
- To lead staff meetings in connection with areas of responsibility
- To offer advice and support to colleagues
- To monitor and evaluate the progress of teaching and learning across school
- To contribute to the evaluation and extension of the School's Improvement plan
- To co-ordinate any extra-curricular activities
- To take co-ordinator responsibility for educational visits