**Full-Time Deputy Headteacher- Job Description**

(Non-class based 3 days per week, 2 days class-based)

Salary Grade: L5 ( £48,895) to L9 (£53,973)

Responsible to: Headteacher

**Purpose**: To share in the leadership of the school under the guidance of the Headteacher including:

* sharing responsibility for formulating and establishing its priorities and strategies to address them
* establishing and monitoring the effectiveness of policies,
* leading teaching and learning and assessment
* managing staff and resources including the administration and organisation of the school,
* monitoring school improvement and school standards.

To deputise for the Head Teacher as required.

**Areas of responsibility and key tasks in addition to those required of class teachers:**

**School Culture and Behaviour**

* Create a culture where pupils experience a positive and enriching school life
* Uphold high educational standards in order to prepare all pupils for their next phase of education and life
* Ensure a culture of staff professionalism
* Encourage a consistent approach to high standards of behaviour from pupils that are understood by students and staff and demonstrated clearly by all adults
* Use consistent and fair approaches to managing behaviour, in line with the schools’ behaviour policy

**Strategic Direction and Development**

* Support and secure the commitment of others to the vision, ethos and policies of the school by working within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
* Demonstrate the vision and values in everyday work and practice
* Promote high levels of achievement in the school leading by example; motivating and inspiring others to create a shared learning culture and positive ethos and climate
* Ensure creativity, innovation and the use of current research to achieve excellence
* Support the development and implementation of strategic planning that takes account of the diversity, values and experience of the school and community at large and take responsibility for appropriately delegated aspects of it
* Support the development and implementation of strategic planning which identifies priorities and targets for ensuring that pupils achieve high standards and make progress
* Support all staff in achieving the priorities and targets of the school, and monitor progress with a mind to staff well-being and workload
* Monitor, evaluate and review the effects of the school’s policies and practices, ensuring that these take account of national, local and school data and inspection and research findings
* Support the Governing Body in challenging and supporting the school effectively
* Share responsibility, with other members of the Senior Leadership Team, for the development, implementation and monitoring of the effectiveness of all policies and procedures.
* Attend all and organise some Senior Leadership Team Meetings, preparing adequately for these, participating fully in discussions and decision making and carrying out agreed actions before disseminating to staff, governors and parents when appropriate.
* Undertake any professional duties of the Headteacher reasonably delegated by the Headteacher.
* Undertake, to the extent required by the Governing Body or the Headteacher, the professional duties of the Headteacher, in the event of absence from school.
* Improve own effectiveness, knowledge and skills by arranging timely, relevant professional development, and participate fully in school staff development.

**Teaching and Learning**

* Take joint responsibility with the Headteacher, to lead the development and improvement of Teaching, Learning and Assessment across the school using an evidenced based approach
* Support the Headteacher to ensure a consistent and continuous school-wide focus on pupils’ achievement, including the analysis of performance data and benchmarks to monitor progress in every child’s learning
* Support a culture and ethos of high expectations, challenge and support where all pupils can achieve success and become engaged in their own learning
* Work with the Inclusion Leader to ensure that pupils receive an effective and appropriate education according to their individual needs and abilities to enable them to meet all targets and secure both enjoyment and achievement in learning
* Support the Headteacher in implementing a progressive, quality-rich curriculum and its assessment across the school
* Develop and monitor the curriculum provision and planning, liaising appropriately with subject leaders, support staff and class teachers to ensure appropriate skills progression and good practice
* Support the Headteacher in establishing a learning environment that helps pupils develop study skills in order to learn more effectively and with increasing independence
* Monitor, evaluate and review classroom practice, challenging under-performance at all levels and promoting improvement strategies
* Support colleagues and ensure high standards of pupil behaviour and pastoral care of all children
* Be responsible for the teaching of a class/groups of children (when required) and exemplify consistently good/outstanding practice, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement and behaviour

**Professional Development and Leadership**

* Treat people fairly, equitably, with dignity and respect to support a positive school culture and the well-being of staff
* Support the Headteacher in developing positive working relationships with and between all pupils and staff in the school
* Support a collaborative learning culture within the school and actively engage with other schools and the wider community to build effective learning communities
* Lead whole school professional development activities and evaluate impact
* Provide support and act as a coach to staff across all phases, offering professional development and promote the dissemination of good practice
* Act as an appraiser for performance management and use the process to support teachers and other staff in developing personal and professional effectiveness
* Provide support to early career teachers, supply teachers, teachers and learning support assistants who are new to the school
* Act as Deputy Safeguarding Lead
* Lead Whole School Collective Worship
* Regularly review own practice, set personal targets and take responsibility for own personal development
* Keep up to date with developments in education

**Organisational Management**

* Support the production and implementation of clear, evidence-based improvement plans and policies for the development of the school
* Work with the Headteacher to recruit high calibre staff and ensure the effective deployment of staff and resources
* Work with the Headteacher in establishing priorities for expenditure across the school, and in monitoring the effectiveness of spending and usage of resources
* Support the Headteacher with the management and organisation of the school environment to ensure that it meets the needs of the curriculum and health and safety regulations
* Ensure staff and volunteers understand safeguarding expectations and practice and understand the processes for raising concerns about poor or unsafe practice
* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding and duty of care
* Support the Headteacher to ensure rigorous approaches are identified and managed to mitigate risk
* Work with the Headteacher to establish, maintain and oversee systems, processes and policies in order for the school to operate effectively
* Organise volunteers, work experience for students under 18 and placements for vocational students, liaising with students, staff and their tutors.
* Organise, manage and administer supply cover.

**Securing Accountability**

* Work with the Headteacher, governing body, providing information regarding school development and performance
* Ensure consistent implementation by staff of school policies, including the behaviour policy throughout the school
* Ensure the ongoing monitoring and regular evaluation and development of teaching and learning and curriculum
* Lead and manage the strategic use of data
* Ensure that parents are well informed about the curriculum, targets, children’s progress and attainment
* Set a good example in terms of dress, punctuality and attendance
* Attend and participate in open evenings, parent interviews and other school events
* Lead staff induction as required
* Attend, lead team and staff meetings
* Act as a ‘critical friend’ providing professional support and challenge to the Headteacher and other members of the Senior Leadership Team.
* Work with Governors, Parish Church, Local Authority and Diocese to maintain positive links with the school community

**Strengthening Our Community and Pastoral Care**

* Support the DSL/Headteacher in promoting and safeguarding the welfare of children
* Maintain an ethos in which all individuals feel valued and where personal endeavour and responsibility are encouraged and embedded within the school and wider community
* Promote effective partnerships with parents to support and improve pupils’ achievement, personal development and wellbeing
* Promote learning experiences that are linked to the distinctive Christian ethos and values of the school.
* Be actively involved in the life of the school and wider global community e.g. UNICEF and community events
* Support the Headteacher in taking account of, and respond to feedback sought from pupils, parents and the wider community

**Other Areas of Responsibility**

* Be responsible for the leadership of key areas of improvement or areas of the curriculum as agreed with the Headteacher
* Take on specific tasks related to the day to day administration, organisation and running of the school as requested by the Headteacher
* To liaise as necessary with any other recognised body or agency in the furtherance of the school’s needs, or those of any pupil, employee or parent/carer
* To attend relevant meetings and events outside the normal school day
* Any other additional duties reasonably requested by the Headteacher

The duties outlined in this job description are in addition to those of class teachers, TLRs, Assistant Heads and Deputy Heads referred to in the professional responsibilities set out in School Teachers’ Pay and Conditions Document 2022 particularly Part 7 paragraph 48. These may be modified by the Headteacher, with your agreement and commensurate with the job title and salary, to reflect or anticipate changes in the needs of the school.