

Deputy Headteacher Job Description

Post – Deputy Headteacher

Responsible to Headteacher, Governing Body

Key Purpose of the Job

Play a major role in conjunction with the Headteacher and governing body to:-

- Formulate the aims and objectives of the school.
- Establish the policies through which they will be achieved.
- Manage staff and resources to that end.
- Take initiative and responsibility for some day to day organisational aspects of the school
- Contribute to the monitoring and evaluation of process and achievement.
- Work alongside Headteacher to coach and support staff to deliver high quality teaching.
- Promote the Christian ethos of the school through an inclusive, open and questioning approach.
- Deputise in the absence of the Headteacher

To undertake the duties required of the Headteacher in his/her absence as required by the Headteacher and Governing body.

Shaping the Future

- Support the Headteacher and Governors in developing and promoting a vision for the future of the school, demonstrating inspirational leadership and creativity.
- Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues. Role model key values of school.
- Play a significant role in the school improvement planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas responsibility.
- Lead at least two key subjects/areas
- Contribute to the identification of key areas of strength and weakness in the school with detailed reflection on day to day knowledge of the school's policies and practices.
- Develop and enhance a culture of team work, in which views of members of the school community are valued and taken into account.

Teaching and learning

- Maintain a high profile as an example of best and leading practice within the classroom and foster the high expectations to which the school aspires.

- With the Headteacher, lead the process involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality.
- Work with Headteacher on analysis of key school performance data, to ensure priorities are appropriate and improvement in standards promoted.
- Oversee the development of effective timetabling, which meets and responds to the needs of pupils within the statutory frameworks and the resources available.
- Coach and develop staff to maximise impact on effective teaching and learning.
- Work closely with curriculum leaders overseeing curriculum development plans to ensure the best learning opportunities for children.
- Actively include pupils to further enhance their learning opportunities and personal development.
- Implement strategies to promote high standards of behaviour.
- Seek to develop and enhance a broad and rich curriculum which meets the needs of the range of pupils in the school.

Developing Self and Managing Others

- Contribute to the creation of a positive ethos, in which every individual is treated with dignity and respect and promote safeguarding to ensure the welfare of children and young people is paramount.
- To actively promote a positive, creative and co-operative atmosphere and team spirit within the school and facilitate communication and liaison between all staff at all levels, offering advice / support where appropriate.
- Monitor the effectiveness of colleagues' teaching and wider professional impact and report the evaluation to the Headteacher.
- Monitor the consistent outworking of SDP, school policies and procedures
- Work with the Headteacher to deliver an appropriate programme of professional development for the staff including quality coaching and mentoring, in line with the SIP and performance management.
- Plan programme of staff meetings in line with school's four-year plan
- Lead, manage and organise meetings as appropriate in support of the school's aims.

Managing the Organisation

- Manage day to day activities to ensure the school meets statutory requirements in a highly effective and efficient manner, organising cover/ timetable changes when needed.
- Support and promote good communication and links within the school.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.
- Ensure that equal opportunities for pupils and staff are effectively promoted.
- Sit on the Governing body as an associate member and to sit on a governing sub-committee.

Securing Accountability

- Work alongside the Headteacher to secure improvement through performance management; take responsibility for the performance management of identified staff.
- Support staff in understanding their accountability, and develop approaches to its review and evaluation.

- To work alongside the Headteacher to use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes and identify priorities for the SIP.
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.

Strengthening Community

- Support the development of the school within the community; strengthening partnerships with other schools, churches and services thus enhancing community cohesion.
- Contribute to policies and practices which promote equality of opportunity.
- Evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement, involving parents as true partners in the education of their children.

Other Duties and Responsibilities

- To be aware of and to comply with policies relating to behaviour, safeguarding health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake any other duties, not already specified, which the Headteacher may reasonably require.

