**Derwent Primary School**

**Deputy Head Teacher Job Description**

**Job Purpose:**

To assist and support the Headteacher formulate the aims and objectives for the school; establish robust and rigorous policies and processes for achieving these; manage staff and resources efficiently and effectively to that end, and monitor progress towards the achievement of these aims and objectives. To create and uphold an environment in which all staff are empowered and dedicated to providing an outstanding learning environment for all pupils to achieve their fullest potential. To ensure that the school vision and values are upheld in accordance with all school policies.

##### Duties and responsibilities

* In partnership with the Head Teacher, as well as Believe Academy Trust to establish and implement an ambitious vision and ethos for the future of the school
* Play a leading role in the school improvement and school self-evaluation planning process
* In partnership with the Head Teacher manage school resources
* Devise, implement and monitor action plans and other policy developments
* Lead by example to motivate and work with others
* In partnership with the Head Teacher, lead by example when implementing and managing change initiatives
* Promote a culture of inclusion within the school community where all views are valued and taken in to account
* Undertake the responsibility of leading whole school areas in accordance with school requirements

**Leading Teaching and Learning**

The Deputy Headteacher supports the Headteacher to raise the quality of teaching and learning across the whole school. This involves having high expectations for themselves and others, monitoring and evaluating performance outcomes as well as establishing a successful learning culture which clearly impacts the achievement of all pupils inclusive of nationally and locally recognised vulnerable groups.

It is the responsibility of the Deputy Headteacher to work under the direction of the Headteacher to lead and support all staff in order to ensure that performance targets are met as well as striving for all teaching across the school to be judged good or better and that progress for all pupils, inclusive of vulnerable groups is good with much that is outstanding.

Main Duties:

* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
* Have experience of Teaching and Learning right across the primary spectrum
* Work with the Head Teacher to raise standards through staff appraisal
* Support with the development and delivery of training and support for staff
* Support with the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
* Work in partnership with the Head Teacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
* With the Head Teacher, lead the processes 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
* Have responsibility for taking a lead role in ‘championing’ pupils who qualify for pupil premium in order to ensure that they make expected or better progress and achieve age-related expectations in line with their peers.
* Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
* Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
* Ensure through leading by example the active involvement of pupils and staff in their own learning

# Leading and Managing Staff

Effective communication and relationships are key to effective leadership. It is the responsibility of the Deputy Headteacher to ensure that there are good channels of communication across all teaching teams. They should demonstrate good and outstanding leadership and management at all levels to ensure that actions impact positively leading to good or better pupil outcomes.

* Support the development of collaborative approaches to learning within the school and beyond
* Organise and support the induction of staff new to the school and those being trained within the school
* Act as an induction co-ordinator for ECTs and have responsibility for students on teaching practice
* Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Head Teacher
* Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
* Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting and attendance data
* Work with the Head Teacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and appraisal

# Managing the organisation

* Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
* Working with the Head Teacher to undertake key activities related to professional, personnel/HR issues
* Work with the Head Teacher to manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
* Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
* Be a proactive and effective member of the senior leadership team
* Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
* To undertake any professional duties, reasonably delegated by the Head Teacher

### Securing accountability

* Lead and support the staff in fulfilling their responsibilities with regard to the school’s performance and standards
* Support the Head Teacher in reporting the school’s performance to its community and partners
* Promote and protect the health, safety and welfare of pupils and staff
* Take responsibility as a designated person for promoting and safeguarding the welfare of children and young people within the school

### Strengthening community

* Work with the Head Teacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
* Develop and maintain contact with all specialist support services as appropriate
* Promote the positive involvement of parents/carers in school life
* Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
* Strengthen partnership and community working
* Promote positive relationships and work with colleagues in other schools and external agencies

**Generic Requirements**

* It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of duties
* All employees of the Trust are required to uphold the Equality Policy and the Trust’s Code of Conduct Policy
* All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies
* Support the Headteacher to ensure legislative compliance in key areas

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the Headteacher or CEO of Believe Academy Trust.