



Deputy Headteacher

Job Description

As Deputy Headteacher you will be required to:

- ✚ Support the Headteacher and governors in establishing a vision for the future development of the school
- ✚ Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school
- ✚ Contribute to the identification of key areas of strength and development in the school
- ✚ Promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account
- ✚ Work to a high standard in all areas and play a leading role in the self-evaluation of the school

LEADING, LEARNING AND TEACHING

- ✚ Share responsibility for the analysis of key school performance data and SEND to ensure priorities are appropriate and improvement in standards is promoted
- ✚ Provide training for staff on effective teaching and learning
- ✚ Promote the active involvement of pupils in their own learning
- ✚ Contribute to target setting; including statutory procedures and targets for individuals and groups of pupils throughout the school
- ✚ Lead the development of a broad and rich curriculum which meets the needs of all pupils
- ✚ Support the development of an effective assessment framework
- ✚ Promote the use of ICT to enhance and extend teaching and learning
- ✚ Monitor and evaluate classroom practice

DEVELOPING SELF AND WORKING WITH OTHERS

- ✚ Promote and safeguard the safety and welfare of children, young people and adults
- ✚ Contribute to a positive school ethos, in which every individual is known, treated with dignity and respect
- ✚ Support the collaborative approaches to learning within the school and beyond
- ✚ Support the induction of staff new to the school
- ✚ Set high expectations for your own performance and that of others
- ✚ Engage in relevant professional development activity as necessary
- ✚ Provide support for colleagues both teaching and non-teaching in improving their classroom practice

MANAGING THE ORGANISATION

- ✚ Contribute to a regular review of the organisation of the school



- ✚ Contribute to the planning process for the school's identified priorities
- ✚ Take responsibility for the Performance Management of identified staff
- ✚ 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

SECURING ACCOUNTABILITY/ STRENGTHENING COMMUNITY

- ✚ Support the governing body in meeting its responsibility to account for the performance of the school
- ✚ Support staff in understanding their own accountability and develop approaches to its review and evaluation
- ✚ Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary
- ✚ Understand the diversity of the school community
- ✚ Contribute to policies and practice which promote equality of opportunity and tackle prejudice
- ✚ Lead 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

GENERAL

A job description can never be fully descriptive or exhaustive. It is expected that you will, within reason, respond in a professional manner to unforeseen circumstances and emergencies as they arise.

Changes to your role may need to be agreed from time-to-time, in the light of changing school requirements and to support your further professional development towards headship.

Safeguarding

Edgewick Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, it is imperative that you provide all relevant information requested in order to meet this commitment. All appointments will be subject to satisfactory references, an enhanced DBS check, and proof of the Right to Work in the UK (this will be required at the time of interview).

