



Fairfield First School



JOB DESCRIPTION: DEPUTY HEADTEACHER

Job title: Deputy Headteacher

Salary Scale: L1 - L5

Responsible to: Headteacher

Line managed by: Headteacher

Purpose of job

- To assist the Headteacher in managing, leading and developing the school, in seeking to attain high standards of pupil achievement, behaviour, social development and effective and efficient use of resources.
- To have high expectations, lead by example, promoting the school vision, values and aims.
- To make a significant contribution to the strategic development and direction of the school in line, with the School Development Plan.
- To take a lead role in monitoring and school self evaluation in terms of overall provision, including pupil achievement, attainment and teaching and learning.
- To provide guidance and support to other members of staff to achieve and maintain a good quality of teaching and be instrumental in supporting all staff through change.
- In the absence of the Headteacher, undertake their professional duties.

Generic responsibilities

- To deputise for the Headteacher in their absence.
- Alongside the Headteacher, promote the school within the local community.
- To be responsible for the teaching of a class, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.
- To be responsible for the pastoral care of pupils in a class, promoting self discipline and good behaviour at all times, in accordance with school policies.
- To take responsibility for a curriculum area, as agreed with the Headteacher.

Generic responsibilities of the Deputy Headteacher

- To have responsibility, under the direction of the Head teacher, for the strategic leadership and management of the school.
- Lead on particular whole-school strategies and policy areas.
- Maintain an overview of behaviour management and behaviour policy development and implementation.
- Take a lead role in establishing a curriculum and learning environment that helps pupils develop study skills in order to learn more effectively and with increasing independence.
- Be a model professional setting an excellent example to all staff and children, following the whole-school aims, policies and practices, including those related to school self evaluation, behaviour, discipline, bullying and equality.
- To assist in ensuring the school complies with all relevant legislation, including health and safety, GDPR, equal opportunities and the SEND Code of Practice.
- Be accountable for school performance. Present clear and accurate accounts of pupil performance to a range of audiences including Governors, LA, Ofsted and others.
- To write an annual action plan related to any relevant areas of responsibility. Monitor and evaluate them and use them to identify future priorities for development.
- Lead CPD meetings and INSET through the provision of high quality professional development.
- To allocate, deploy and maintain resources with maximum efficiency to meet the objectives of the school and to ensure value for money.

- To maintain effective systems of communication to ensure parents, governors, LA, the local community and other outside agencies are well-informed about plans, policies and priorities.
- To take responsibility for own professional development and keep up to date with recent developments in education.
- To maintain and develop classroom practice through regular opportunities for teaching and learning when necessary.
- Work alongside the Headteacher to share responsibility for induction of new staff, voluntary help, work experience students, trainee teachers and parents/carers working throughout the school, ensuring safeguarding requirements are met and that their work in school supports the learning and wellbeing of all children.
- To take the role of Deputy Designated Safeguarding Lead (DDSL).

Other duties and responsibilities

Undertake any professional duties of the Headteacher reasonably delegated to the post holder by the Headteacher. All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards across the school.

Safeguarding Children

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

Signed:

Date: