

Fairfield Primary School
Part of the Learning for Life Trust



Deputy Headteacher - Job Description

Purpose

The overall purpose of the deputy headteacher lies in assisting the headteacher in managing, leading and developing the school in order to attain high standards of pupil achievement, behaviour and social development as well as the efficient and effective use of resources.

In the absence of the headteacher the deputy is expected to undertake the roles and responsibilities of the headteacher.

The roles, duties and responsibilities

1. Class teacher responsibilities

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.

2. Strategic direction and development of the school

It is the responsibility of the deputy headteacher to:

- Support the headteacher in formulating and implementing the policies and aims of the School through; managing staff and monitoring staff performance.
- Support and actively promote the vision, aims and ethos of the school by encouraging high expectations and levels of achievement throughout all aspects of school life.
- Support the inclusion of all children and their smooth transition between home and school, between all phases of education and to ensure continuous and consistent development in their learning.
- Make significant contributions to the formulation and implementation of the School Development Plan and to School Self Evaluation. This will include supporting colleagues in achieving school priorities and targets while monitoring progress towards them.
- Work closely with other members of the Leadership Team to monitor, evaluate and develop teaching and learning.
- Make significant contributions to supporting, encouraging and facilitating staff development, including the implementation of the Performance Management Policy.
- Provide creative and innovative ideas which support the development of the school in all aspects.
- Contribute to and attend Local Governing Board meetings to support the strategic development of the school.
- Support and engage with Trust development work as appropriate.

3. Designated Safeguarding Lead

It is the responsibility of the deputy headteacher to fulfil the role of designated safeguarding lead:

- Managing referrals
 - Make and support all appropriate referrals to agencies.
- Working with staff and other agencies
 - Ensure staff can access and understand the school's child protection and safeguarding policies and procedures.
 - Liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved.
 - Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
 - Act as a source of support, advice and expertise for staff.
 - Engage with Trust Safeguarding meetings to share best practice.

- **Training**
 - Undergo all relevant training to develop and maintain the knowledge and skills required to carry out the role.
 - Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role
 - Ensure that all school-based staff and volunteers have the appropriate level of training.
- **Raise awareness**
 - Ensure the school's child protection policies are known, understood and used appropriately.
 - Work with the governing board to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
 - Ensure the suite of safeguarding policies are available and easily accessible to everyone in the school community.
 - Ensure that the school has a strong safeguarding culture and children feel safe and supported.
 - Embed, review and monitor the school's safeguarding curriculum.
- **Other areas of responsibility**
 - Where children leave the school, securely transfer all relevant records in line with policy.
 - Act as the designated teacher for looked after and previously looked after children.
 - Undertake safer recruitment training and support the school to follow best practice.
 - Monitor the single central record and ensure it complies with all relevant legislation.
 - Work with the link LGB member to monitor safeguarding provision and provide safeguarding reports to the full governing board.
 - Model best practice and uphold the principles of confidentiality and data protection at all times.
 - Ensure that the school website safeguarding information is up-to-date.

4. Teaching and Learning

It is the duty of the deputy headteacher to:

- Act as a good role model for all staff by setting high personal standards of classroom practice; demonstrating the provision of a stimulating and challenging learning environment, which ensures effective learning and high standards of achievement, behaviour and social development for all children.
- In partnership with the headteacher, take a leading role in monitoring the quality of teaching and its impact on children's achievements across the school.
- Maintain an overview of the curriculum while working closely with the curriculum leaders to promote coherence and continuity.

5. Pupil wellbeing

It is the responsibility of the deputy headteacher, in cooperation with the headteacher to:

- Be responsible for the welfare, safety and positive behaviour management of the children.
- Assist in organising for the provision of a stimulating, happy and well-ordered learning environment throughout the school, thus encouraging children to develop positive attitudes, demonstrate independence and be enthusiastically involved in their learning.
- Actively promote the children's spiritual, moral and cultural development in the classroom, and through assemblies.

6. Organisation and school management

The role of the deputy headteacher in school management and organisation is to:

- Work with the headteacher on the overall organisation and management of the staff and children and on the general conduct of the school.
- With the support of the headteacher, plan and deploy staffing on a daily basis including wraparound care.
- Act as the first point of contact for staff support and wellbeing.
- Participate in the selection and appointment of staff.
- Foster good communication within and beyond the school.
- Take and lead school assemblies as agreed with the headteacher.
- Keep abreast of the developments in education and take responsibility for own professional development.
- Undertake such responsibilities as may be reasonably requested by the headteacher.
- Formulating the aims and objectives of the school and policies for their implementation.
- Be an active member of the school's Health & Safety team and lead on new staff and volunteer inductions.

7. Assessment and Evaluation

The deputy headteacher's role in assessment and evaluation is to:

- Analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- Design, lead, and quality-assure termly Pupil Progress Meetings across all phases.
- Oversee all academic and pastoral interventions across the school.
- Ensure that information about pupils' achievements in previous classes and schools is used effectively to secure good progress in the subject.
- Direct and oversee the effective use of disadvantaged funding and monitor the impact and report accordingly.

8. Relations with parents and the wider community

The deputy headteacher will:

- Establish effective partnerships with parents to involve them in their child's learning and the life of the school, as well as providing information about curriculum, attainment, progress and targets.
- Develop effective links with the local community, in order to extend the subject, enhance teaching and develop the pupils' wider understanding.
- Communicate effectively, orally and in writing, with parents, governors, external agencies and the wider community.

9. Management of personal performance and development

It is the deputy headteacher's responsibility to:

- Prioritise and manage time and workload effectively, balancing the demands of leadership.
- Achieve challenging professional goals.
- Take responsibility for personal professional development.

10. Managing and Developing Staff and other Adults

It is the deputy headteacher's duty to:

- Establish clear expectations and constructive working relationships among staff, including through team working and mutual support; devolving responsibilities and delegating tasks while ensuring an acceptance of accountability.
- Appraise staff as required by the school policy on Performance Management and use this process to develop personal and professional effectiveness.
- Ensure that trainee and early career teachers are appropriately trained, monitored, supported and assessed acting as the ECT Tutor.
- Lead professional development through example and support, and co-ordinate the provision of high-quality professional development by methods such as coaching and drawing on other expertise within the school.

This job description will be reviewed annually as part of performance management arrangements.