



FENISCOWLES PRIMARY SCHOOL

'STRIVING FOR EXCELLENCE'



DEPUTY HEAD

JOB DESCRIPTION

Job Title : Deputy Headteacher

Scale Point : L11-L15

Directly Responsible to: The Headteacher and The Governing Body

Primary purpose of the job:

- Support the Head Teacher in their work and deputise as directed, undertaking duties delegated.
- Assist the Head Teacher in managing the school and it's workforce.
- Be a member of the Senior Leadership Team.
- Substantially contribute to the continuous self-evaluation and strategic development of the school.

Specific Responsibilities

- To lead and manage pupil achievement.
- To drive curriculum innovation ensuring an appropriate and engaging curriculum for all pupils.
- Develop highly effective teaching and learning with all staff.
- Line manage middle leaders to secure highly effective curriculum leadership throughout school.

Main Duties and Responsibilities/Accountabilities

Leadership and management

- Promote and develop the educational vision, ethos and direction of the school.
- Promote the spiritual, moral, social and cultural development of pupils.
- Participate in the selection and deployment of teaching and non-teaching staff of the school.
- Contribute to good management practices by ensuring positive staff participation, effective communication and procedures.
- Work with the Headteacher to constantly review the work of the school in the light of local and national initiatives.
- Have a clear understanding of safeguarding policies and procedures in school and deputise for the Head teacher as necessary.
- Participate in arrangements made in accordance with the regulations for the appraisal of the performance of teaching and non-teaching staff in school.
- To lead and support colleagues in the process of whole school and subject self-review. To mentor middle leaders as determined by the head teacher.
- To contribute to staff development policies appropriate to the school in relation to:
 - The induction of new and newly qualified teachers and other staff.
 - The provision of professional advice and support and the identification of training needs.

- Students under training/work experience.
- To maintain good relationships with individuals, groups and staff unions and associations.
- Ensure the efficient organisation, management and supervision of school routines.

Learning and teaching

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To set high professional standards of organisation and teaching. To lead and support the improvement of the learning outcomes of all pupils.
- To work collaboratively with the Leadership Team, monitoring and evaluating the standards of learning and teaching within the school ensuring that appropriate standards of professional performance are established and maintained.
- Support colleagues to become highly effective practitioners by providing diagnostic feedback.
- To inspire and support the delivery of an exciting curriculum, which provides progression in skills and knowledge and is engaging and relevant to our pupils.
- To be a good role model to staff in terms of classroom practice and subject leadership.
- To ensure there is an effective learning environment in school, both internally and externally.
- To ensure effective use of assessment and data by all staff to improve learning outcomes for all children in school.

Curriculum Development

To contribute to and lead:

- The development, organisation and implementation of the school's curriculum.
- School policies on curriculum, teaching and learning, assessment, recording and reporting.
- A curriculum that values and supports all children within the school.
- The promotion of extra-curricular activities.

The Management of Resources

- To contribute to the formulation of the school's policies and procedures concerning resource management in accordance with the school's aims.
- To allocate, control and account for financial and material resources of school which are delegated by the Headteacher.
- To promote an attractive environment that stimulates learning and enhances the appearance of the school and expresses a multicultural ethos.
- To maintain effective working relationships with external agencies and services contracted to the school and beyond.

Relationships

- To advise and assist the governing body as required in the exercising of its functions including attending meetings and writing reports.

- To assist liaison and cooperation with the wider leadership of the school.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education.
- To promote partnerships with other educational establishments, in order to promote the continuity of learning, progression of achievement, staff and curriculum development.
- To assist in the liaison with other professional bodies, agencies and services.
- To develop, promote and maintain a positive image of the school.
- To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of the community.

The applicant will be required to safeguard and promote the welfare of children and young people.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Deputy Headteachers.