



FORDBRIDGE COMMUNITY PRIMARY SCHOOL

JOB DESCRIPTION - DEPUTY HEADTEACHER

Job Title:	Deputy Headteacher
Salary and grade:	Leadership scale range 11-16.
Responsible to:	Headteacher and the Governing Body
Responsible for:	In addition to the professional duties of a Deputy Head Teacher as set down in the current School Teachers' Pay and Conditions Document you will be a key member of the school's Senior Leadership Team and be required to undertake the duties as specified below; also, to manage the learning and teaching of a defined group(s) of children, including through detailed planning, high quality teaching, the structured organisation of learning and the use of assessment to inform learning and teaching. Leading assessment, CPD and English across the school, including teaching year 6 groups.
Main Purpose:	Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current <i>School Teachers Pay and Conditions Document and Teacher Standards (2012)</i> , including the conditions of employment for deputy Headteachers

1. Deputy Headteacher Responsibilities

Shaping the Future

To work with the Head Teacher and other senior leaders to develop a strategic view for the school within the community and analyse and plan for future needs and further development within the local, national and international context. The school is committed to continuous improvement to meet the needs and aspirations of children, families, and the community; you will be expected to play a key role in this.

Leading Learning

As Deputy Headteacher, you will also be a Leader of Learning and, as such, you will make a significant contribution to the development of high standards of teaching and learning, attainment and achievement across the school through: -

- Playing a key role in developing the aims, ethos and policies of the school and promoting high levels of achievement across the entire school
- Working with the Headteacher and other senior staff to develop a strategic view for the school, with a focus on continuous improvement
- Playing a critical role in the creation and implementation of the school development plan and taking responsibility for appropriately delegated aspects of it
- Demonstrating outstanding classroom practice and acting as a role model and leader for teaching and support staff
- Planning and delivering a creative and stimulating curriculum within a rich environment where children can thrive and are highly motivated
- Disseminating a clearly articulated view of primary education with others that puts the child at the heart of the experience
- Working with the Headteacher and others to ensure high-quality and appropriate learning experiences are provided for all pupils, and positive attitudes towards learning are promoted and embedded
- Playing a critical role in the monitoring, evaluation and review of classroom practice and effective teaching and learning
- Effective use of the school's data and tracking systems to ensure challenging but attainable targets are set and met
- Ensuring a high standard of physical and emotional care for all children
- A strong commitment to team building and partnership with, and across, the whole school community
- Supporting other school leaders in securing high standards of conduct and behaviour of children across the school
- Being an excellent role model for all, exemplifying high standards in all aspects of the school's work, practice, expectations and ethos
- Working with the Headteacher to raise standards through staff appraisal
- Leading the development and delivery of all staff, as appropriate
- Leading the development and review of all aspects of the curriculum, including planning, recording and reporting, and the development of an exciting, inspiring, creative and appropriate curriculum for all pupils
- Working in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring decisions are rigorously implemented
- With the Headteacher leading the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations
- Developing and reviewing systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to, or exceeding, appropriate national standards
- Ensuring, through leading by example, the active involvement of pupils and staff in their own learning

Developing self and others

- 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 NQTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- 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, as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn continuously
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting

- Work with the Headteacher to deliver an appropriate programme of staff appraisal for all staff, including quality coaching and mentoring, in line with the school development plan and individual staff development needs
- Lead and be accountable for the annual appraisal process for all identified staff

Managing the organisation

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

Securing accountability

- Lead and support the staff and governing body in fulfilling their responsibilities regarding the school's performance and standards
- Support the Headteacher 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 for promoting and safeguarding the welfare of children and young people within the school

Strengthening community

- Work with the Headteacher in developing the policies and practices that promote inclusion, equality and the extended services that the school offers
- Develop and maintain effective working relationships with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life and their children's learning
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and effective links with parents and the wider community
- Promote positive working relationships with colleagues in other schools and external agencies

2. Specific Responsibilities

Within your role as Deputy Headteacher, you will have specific responsibility and accountability for:

- **The specific leadership responsibilities will be agreed upon with the successful candidate.**

To meet all the objectives and standards required of a Deputy Headteacher, teaching and learning must be consistently good or better.

Note

This job description is not your contract of employment, or any part of it. It has been prepared solely for the purpose of school organisation and may change either as your contract changes or as the school's organisation changes. Nothing will be changed without consultation. This document must not be altered, but will be reviewed annually.