

Job Description for Deputy Headteacher

Responsible to: The Headteacher

Main purpose

- Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for deputy Headteachers and the school's own policy
- Support the Headteacher in providing professional leadership of the school:
 - i. in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
 - ii. be responsible for the high standards and curriculum of all pupils including monitoring of progress towards achievement and implementing strategies that enable this
 - iii. proactively manage staff and resources
- Take full responsibility for the school in the absence of the Headteacher
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

DUTIES AND RESPONSIBILITIES

Strategic Leadership and shaping the future

- In partnership with the Headteacher and governors establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the Headteacher manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to account

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher to raise standards through staff performance management
- Taking responsibility for leading a core curriculum area and/or Key Improvement Target.
- Lead the development and delivery of training and support for staff, considering school improvement priorities
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop, and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Maintain, monitor and evaluate assessment and reporting procedures to ensure that effective target setting and assessment for learning enable school improvement objectives to be achieved.
- Ensure through leading by example the active involvement of pupils and staff in their own learning
- Work alongside teachers and support staff to explore, identify and introduce strategies for developing creative, interactive and independent learning activities.

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, appointment and deployment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school alongside the Headteacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- 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 professional development for all staff including coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual performance management process for all identified support and teaching staff

Managing the organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Lead and ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- To undertake any professional duties, reasonably delegated by the Headteacher

Securing accountability

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to 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 and safety welfare of pupils and staff Undertake the roles and responsibilities of the Deputy Designated Safeguarding Lead as defined in KCSIE and the DSL Guidelines and Resources set out by Hampshire Children's Services.
- Comply with school, national and statutory policies including those for Child Protection, Prevent/Safeguarding, Health and Safety, Behaviour, Race Equality and Disability and Discrimination.
- Being responsible to the Headteacher and Governors for the moral, physical and educational development of the children across the school; consistently leading and applying the school's policies in relation to welfare, safeguarding, behaviour and pupil progress.
- Ensure the safeguarding, protection and welfare of all children across the school.
- Ensure that the 5 Outcomes of Every Child Matters are met in full.

Strengthening community

- With the Headteacher, secure commitment of pupils, parents and wider community to the school and its aims
- Establish good relationships with all members of the school community and promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents to ensure positive outcomes for all parties
- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Extend links with local schools and extended service providers, including transfer arrangements for pupils
- Strengthen partnership and community working
- Actively support school events and functions
- Promote positive relationships and work with colleagues in other schools and external agencies

Support the Headteacher:

- Assume overall responsibility for the school in the absence of the Headteacher.
- Assist in the day to day management and efficient running of the school, including arranging cover for absent staff.
- Provide "Line Management" for teams of support staff, including responsibility for training, liaison and Performance Management.
- Manage the regular review of policies and procedures, delegating to colleagues where appropriate.
- Support the governing body in carrying out its roles and responsibilities.

Create and promote a positive school ethos:

- Demonstrate a professional approach, ensuring that the school's aims and values are supported at all times.
- Take active responsibility for pupil behaviour throughout the school, ensuring that high standards are maintained and policies followed consistently and fairly.
- Ensure the school values, aims and approaches are consistently applied across the school

This should be read in conjunction with the current School Teachers Pay and Conditions Document, job description for class teachers, job description for DSL and National Standards for Headteachers. It should also be read in conjunction with Keeping Children Safe In Education.

This job description has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. This document will be reviewed annually or as appropriate.