

FREELAND CE PRIMARY SCHOOL

DEPUTY HEADTEACHER JOB DESCRIPTION

SALARY SCALE: L1-L5

Purpose of the job

- To assist the head teacher in providing professional leadership and management skills for Freeland CE Primary School.
- To help secure its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

Principal accountabilities

- To support and contribute to the vision, leadership and strategic direction for the development of the school
- Through delegation, secure and sustain high quality teaching, learning and pastoral care throughout the school, assisting in the monitoring and evaluating the quality of teaching and pastoral care and standards of pupil's achievement. Use benchmarks and set targets for improvement.
- Lead, motivate, support, challenge and develop staff to secure school improvement
- Assisting in the deployment of people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context
- Attend full Governor's meetings to support the head in accounting for the strategic direction of the school.

In addition the Deputy Head Teacher is required to fulfil the professional duties set out in the *School Teachers' Pay and Conditions Document*, which is published annually.

Specific Tasks

To work with the Head to:

- Oversee the development and implementation of curriculum policies (ensuring that they are written, reviewed and up-dated by appropriate groups or individuals);
- To be a co-opted member of the Performance and Standards Committee;
- To support the Headteacher in the analysis of pupil assessment data, to ensure progress and effective teaching and learning;
- To promote and support the development and implementation of the National Curriculum throughout the school and work with the Head to evaluate their impact.

In addition:

- To operate as a reviewer in the school's Performance Management process;
- To lead on designated developments within the School Development Plan;
- To provide pastoral and organisational support across the whole school and promote a whole school positive behaviour strategy (including responsibility for whole school rewards system);
- To be a subject co-ordinator (to be determined annually);
- To lead whole school assembly each week and when needed.

General accountabilities

- It is the responsibility of all staff to make themselves aware of the school's Health and Safety policies and to act accordingly.
- To undertake, to the extent required by the Headteacher/Governing Body, the professional duties of the Headteacher in the event of their absence.