

Deputy Head Teacher Job Description

Grade: Leadership Scale 8 (£58,312) - 12 (£63,319)

Reports to: Headteacher

Main Purpose:

To assist the Head Teacher in the effective leadership, organisation and management of the school and of inclusion and inclusive practice. To carry out professional duties of a teacher other than a head teacher, as described in Part X11 of the school Teacher's Pay and Conditions Document, including those duties particularly assigned to him/her by the Head Teacher.

Generic responsibilities:

- To assist the Head Teacher in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Head Teacher and be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).
- To take full responsibility for leading and managing significant aspects of the school (primarily assessment and curriculum development) , under the overall direction of the Head Teacher.
- To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.

Leadership and Management

- To assist the Head Teacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
- To play a significant role in developing aims and objectives for the school and in formulating the School Improvement Plan along with the Head Teacher, governors and other senior staff. To be involved in developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the Head Teacher.
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
- To provide an excellent role model for all members of staff and for pupils in all aspects of school life, to be an exemplar of all school policies and practices, to actively promote the aims of the school and to offer guidance and support to colleagues.
- To take a leading role in improving the involvement of parents, carers and the community in the life of the school. To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
- To make a significant contribution to the school's continuing professional development programme, delivering training and working with individuals and teams in a variety of professional development activities.
- To assist the Head Teacher in school self review and evaluation and in the effective planning and management of school resources to secure improvements.
- To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and teaching.

- To provide guidance and support to key stage leaders and other staff in order to improve the quality of teaching and learning.
- To actively promote equality of opportunity by assisting the Head Teacher in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, Special Education Needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning.
- To Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- To take a significant role in the implementation of the school's appraisal policy, to secure school improvement and individual professional development.
- To participate in recruitment and selection, as agreed with the Head Teacher.

Teaching and Learning

- To carry out teaching duties, as agreed with the Head Teacher, providing a model of excellence for colleagues. This may include, as required:
 - Taking full responsibility for teaching a class;
 - Providing cover for absent colleagues or those released for professional development;
 - Providing in-class support for colleagues through demonstration lessons;
 - Teaching booster or 'catch up' groups.
- To provide leadership and support for colleagues (teaching and non-teaching) with regard to teaching and learning and the curriculum, including:
 - Managing the planning and delivery of the curriculum across the school, including developing schemes of work and medium and long-term plans;
 - Supporting subject leaders in developing their role, in particular in relation to raising standards;
 - Organising and delivering training, as needed, to groups of school staff;
 - Supporting staff in the use of assessment information to inform teaching and learning;
 - Inducting and supporting newly qualified and less experienced staff and/or supply teachers;
 - Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback.
- To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
- To take a leading role in the management of the school database of individual pupils' attainment and progress.

Other Duties and Responsibilities

- To attend daily/weekly meetings, in accordance with school policy and to lead such meetings as required.
- To take whole school assemblies and to support other staff with assemblies.
- To prepare and present reports, as required to, e.g. governors, EKO Directors, parents, outside agencies.
- To attend occasional meetings during evening hours, at weekends or in school holidays, as required.

Managing Own Performance and Development

- Take active responsibility for personal continuous professional development and keep up to date with developments in education
- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
- Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.

- Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities as requested by the Head Teacher or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

Key Organisational Objectives

The Postholder will contribute to the school's objectives by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils
- Ensuring that staff understand their professional responsibilities and are held to account
- Ensuring the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Safeguarding

- Eko Multi- Academy Trust is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.
- The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Eko Trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Eko Trust has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.