



Wigan[♥]
Council

Gilded Hollins Community Primary School

Deputy Headteacher

Job Description

Salary and Grade **Leadership Point L7 - L11**

Date of Agreement:

Post Holder:

Main Purpose of the Role:

- Undertake the normal responsibilities of the class teacher
- Take full responsibility for the school in the absence of the Headteacher
- Be a proactive, positive and effective member of the Senior Leadership Team
- Assist the headteacher in managing the school
- Support and represent the headteacher at meetings as and when required
- Take a lead role in raising the quality of teaching and learning across the school
- Lead in modelling and demonstrating outstanding teaching
- Lead in organising cover for absence
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children within the school as a designated safeguarding lead alongside the Headteacher
- Undertake such duties as are delegated by the headteacher

Duties and Responsibilities:

MAIN TASKS:

The specific nature and balance of these responsibilities will vary according to the needs of the school. Leadership of subject areas to be confirmed.

Managing the Organisation

- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Take upon, and develop, the role of SENDCO
- Work with the Headteacher to lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Assist the Headteacher in the annual appraisal process for all identified support and teaching staff
- Ensure the efficient organisation, management and supervision of school routines
- Ensure the effective dissemination of information and adhere to agreed systems for internal communication
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues as appropriate



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- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- Contribute to the development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance
- Participate, when appropriate, in the selection and deployment of teaching and non-teaching staff of the school
- Contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- Support the Headteacher in reporting the school's performance to its Governors, community and partners
- Lead and oversee:
 - the induction of new and newly qualified teachers and other staff
 - the provision of professional advice and support and the identification of training needs for newly qualified teachers
 - students under training/work experience

Leading Teaching and Learning

- Lead by example to motivate and work with others
- Carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- Be responsible for a specific class or age group of children to be decided on appointment.
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Work with the Headteacher to raise standards through staff appraisal
- Assist the Headteacher in the development and delivery of training and support for staff
- Work with the Headteacher to develop and review all aspects of the curriculum, including planning, recording and reporting and the development of a creative and appropriate curriculum for all pupils
- Assist the Headteacher in the development and delivery of training and support for staff
- 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. This may include lesson observations, work scrutiny, pupil interviews and scrutiny of planning to ensure consistency and quality
- Develop and review systems to ensure robust evaluation of school performance and progress data and implement actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning



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Curriculum Development

- Take a lead role in the development, organisation and implementation of the school's curriculum
- Contribute to the development of school policies on curriculum, teaching and learning styles, assessment, recording and reporting
- Ensure that the learning and teaching provided by different teachers and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including those with special educational needs
- Provide a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the nature, purpose and aims of the school.
- Take a lead role in promoting British Values throughout school
- Ensure that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
- Promote extra-curricular activities in accordance with the educational aims and ethos of the school

Relationships

- Advise and assist the governing body as required in the exercising of its functions.
- Assist liaison and co-operation with Authority officers and support services.
- Help in maintaining and developing effective communications and links with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- Assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
- Liaise with other professional bodies, agencies and services as required.
- Develop and maintain positive links and relationships with the community, local organisations and employers
- Promote a positive image of the school at all times
- 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 that 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 the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to deputy headteachers.