

Clementswood Federation

Deputy Headteacher

Job Description

Job Description	Deputy Head Teacher
Job Purpose	<ul style="list-style-type: none"> • To play a major role in partnership with the Head Teacher, other members of the Leadership team and Governors in formulating the aims, objectives and policies of the schools • Working together with the existing leaders to deputise for the Head Teacher in her absence • As a leading professional, the post holder will actively promote effective teaching and learning and inclusion practices across the schools • Take a lead role in the monitoring and evaluation of the delivery and standards across the curriculum • To work with other members of the Leadership team to deploy and develop all staff effectively in order to improve the quality of educational provision • To be responsible for the day-to-day organisation of the school in terms of the deployment of staff and timetabling spaces
To whom the post holder reports	<p>The post holder is responsible to the:</p> <ul style="list-style-type: none"> • Head Teacher in all matters • The Governing Body in the Head Teacher's absence <p>The post holder is also expected to lead colleagues on a professional level in order to promote a mutual understanding of the school curriculum and its impact on the school policy and practice, with the aim of continuously improving teaching and learning across the school.</p> <p>The post holder will also be expected to network and liaise across other LBR schools, to ensure a consistency of approach regarding transition, etc.</p>
The persons managed by the post holder	<p>The post holder is responsible for:</p> <ul style="list-style-type: none"> • Any member of staff the Head Teacher delegates line management responsibility for • All staff within the school in the Head Teacher's absence • The coaching, mentoring and development of all staff within the school
Role and Key Responsibilities	<p>Role:</p> <ul style="list-style-type: none"> • The exact role and specific responsibilities of the Deputy Head Teacher will be agreed annually and will change regularly, to afford the opportunity to gain experience in all aspects of school leadership in preparation for Headship. Negotiated changes may be made to reflect the needs of the school and/or the School Development Plan. • The Deputy Head Teacher should be prepared to lead on such areas as curriculum development, inclusion, timetabling, tracking and analysis of results/data, behaviour, welfare and safety, external relations and community links, staff development, training and induction. As a member of the upper leadership team, the Deputy

	<p>Head Teacher will also be centrally involved in the overall leadership and management of the school, and will help to ensure that the school culture continues to be both nurturing and rigorous.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • To support colleagues, including all other members of the leadership team, in their work for the development and improvement of the school • To support and contribute to the process of writing, implementing, evaluating and reviewing the annual School Development Plan, with understanding of its position and relevance in the cycle of school resourcing, improvement and long-term planning • Take full responsibility for the school in the absence of the Head Teacher
	<p>Teaching and Learning:</p> <ul style="list-style-type: none"> • To be an excellent classroom practitioner and to model teaching and learning strategies for effective teaching and learning through coaching and mentoring colleagues • Provide guidance on a choice of appropriate teaching and learning methods and coaching relating to the delivery of these methods • Take a lead role in supporting the monitoring and evaluation of teaching and learning across the school and contributing the school self-evaluation and review and the development of school improvement plans • Contribute to the development and implementation of systems for recording individual pupils' progress and collect and interpret assessment data for individuals and groups of learners • Contribute to the development of whole school focus on pupil achievement, using data and benchmarking through comparison to LA and National data • To be responsible for Educational Visit Co-ordination • Ensure schemes of work are adapted appropriately by colleagues and evaluate their impact on teaching and learning • Undertake and maintain monitoring and evaluation in conjunction with the Head Teacher and other leaders within the school • Develop a culture that supports highly effective inclusion principles and facilitates pupil engagement in and ownership of their own learning • Work with colleagues to promote the behavioural system of the school and to ensure continued and sustained improvement in this area <p>Leading and Managing Staff:</p> <ul style="list-style-type: none"> • Make effective use of staff expertise and assist the Head Teacher in the performance appraisal and development of staff • Work with colleagues to implement coaching and mentoring systems to ensure the support and development of all staff working within the school • Plan, delegate and evaluate work carried out by team(s) and individuals, and ensure a consistent approach across the school • Promote a creative and collaborative working environment

	<ul style="list-style-type: none"> • Create, maintain and enhance effective relationships • Lead groups and support colleagues in staff development activities and evaluate the outcomes of these • Have an active commitment to CDP and lead by example in this area • Provide support to ECTs, new staff and supply staff • Lead and manage Middle Leaders to develop the school’s capacity to improve and raise standards • To lead and manage communication between the ULT/Support Staff Team <p>Resource Management:</p> <ul style="list-style-type: none"> • Identify resources needed to meet the needs of pupils with advice from the Head Teacher/ Governing Body of priorities for expenditure • Monitor and control the use of these resources <p>In addition, during the absence of the Head Teacher the post holder will alongside the Upper Leadership team undertake, to the extent required by the Head Teacher or the Governing Body, the professional duties of the Head Teacher to ensure the effective day-to-day management of the school.</p>
Generic duties and responsibilities	<ul style="list-style-type: none"> • To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition, the post is subject to compliance with: • School Policies and guidelines on the curriculum and school organisation • The conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment • SEN Code of Practice <p>Responsibilities to be reviewed annually – you are expected to be flexible and take on responsibilities in the context of whole school priorities and identified need.</p> <p>The duties and responsibilities detailed with this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.</p>