

DEPUTY HEADTEACHER JOB DESCRIPTION

Responsibilities and Tasks

The specific role of the successful applicant will be developed around their skills, experience and priorities for the school. The following outlines their general responsibilities. A review of the specific Senior Leadership Team roles and responsibilities will be undertaken following the appointment of the Deputy Headteacher (and any subsequent Leadership Team appointments where necessary.)

In addition to the responsibilities set out in the National Teaching Standards the specific responsibilities for the role of Deputy Headteacher are as follows:

Strategic Leadership

•  To actively model and promote the values, vision and ethos of the school and its community

•  To actively contribute to building, communicating and implementing a shared vision for the school

•  To take a lead role in the planning, development and implementation of the school development plan

•  To build capacity within the staff of the school to deliver and sustain the highest quality of provision and achievement for students across the school

•  To fully support and promote the school’s Code of Conduct in order to develop and support a positive ethos across the school

•  To be accountable for effective project management of deadlines, engaging staff, delegating, holding areas accountable and securing resources to deliver the highest quality outcomes

•  To be accountable for the continuing effective work of all staff for whom the post holder has responsibility; line-managing, training, mentoring and coaching staff as appropriate, to enable them to give their best

Core Purpose

The job description which follows recognises that the core purpose of the role of the Deputy Headteacher is to provide professional leadership and strategic direction in order to secure:

• High standards of achievement, behaviour, attendance and pastoral care for all students

• The efficient and effective deployment of staff and resources

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

•  Formulating the aims and objectives of the school

•  Establishing policies for achieving these aims and objectives

•  Managing staff and resources to that end

•  Monitoring progress towards the achievement of the school’s aims and objectives

The Deputy Headteacher will undertake any reasonable tasks or duties assigned by the Headteacher. Specific priorities in each year will be defined by the Headteacher in line with the School’s Development Plan.

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the Governing body. In the absence of the Headteacher, the Deputy Headteacher will take full responsibility for the operational leadership of the school. As there are two Deputy Headteachers, this will apply on an agreed basis. The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers’ Pay and Conditions Document (STPCD).

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In addition to the responsibilities set out in the National Teaching Standards the specific responsibilities for the role of Deputy Headteacher are as follows:

* To be accountable for the continuing effective work of all staff for whom the post holder has responsibility; line-managing, training, mentoring and coaching staff as appropriate, to enable them to give their best
* To work with the Headteacher and SLT, to plan and organise the effective working of the SLT
* To contribute at a high level to policy discussions and decisions on curriculum, assessment, pastoral management, safeguarding, staff development and training, finance and estates issues, staff recruitment, appointment and management
* To maintain an oversight of key policies and associated documents appropriate to the role, providing support for staff in their implementation and advising the Headteacher and Governors on the need to review them
* To work with political and financial astuteness, translating policy into the school’s context
* To be ready to take on new tasks and responsibilities within SLT as needs arise
* To actively seek out the latest developments in national policy, educational research and evidenced-based practice, bring this to SLT for discussion and disseminate these to relevant colleagues
* To seek training and continuing professional development to meet own needs
* To work alongside the Headteacher and SLT to develop the role of Kingsland Primary School as a centre of excellence; contributing to strategic discussions and maximising practical opportunities to become involved in developing, sharing and celebrating excellent practice
* To contribute to whole-school review and to ensure the effectiveness of quality assurance systems and practice
* To support and oversee the analysis of performance and survey data from a range of agreed sources
* To deputise for the Headteacher as required

Operational Leadership

* To lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students
* To ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose
* To support with the day-to-day management of the school
* To build positive relationships with all members of the school community, showing positive attitudes towards them
* To model good practice in relation to ensuring high standards of achievement, behaviour, attendance and pastoral care for all students and to coordinate the sharing of good practice in relation to these areas
* To provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing exemplary behaviour
* To oversee the management of student behaviour and attitudes to learning across the school ensuring that school expectations are consistently understood and applied
* To implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
* To work with the governing body as appropriate
* To ensure that the school calendar makes best use of time for meetings, collaboration (with all stakeholders) and the sharing of good practice
* To support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
* To support distribution of leadership throughout the school
* To lead and manage middle and senior leaders as appropriate
* To take a lead on whole school events or projects as appropriate
* To work closely with key stakeholders within the identified areas of responsibility
* To work with the Senior Leadership Team, achievement teams, SENCo, Inclusion Manager and external agencies to ensure appropriate support is provided to students who require it
* To assess serious incidents of poor behaviour and liaise with key staff to identify appropriate sanctions
* To ensure that accurate and easily accessible records are kept on each student and that key information from these records is disseminated properly
* To ensure that strategies for the effective use of data and target-setting are consistently applied and reviewed as necessary
* To ensure that reporting and feedback to students and parents is supporting student achievement
* To ensure proactive, timely and effective communication with parents
* To plan opportunities for students to develop their wider learning by exploiting opportunities for personal development outside the classroom

Personnel Leadership

* To inspire and influence others to believe in the fundamental importance of education in young people’s lives and to promote the value of education
* To expect ambitious standards for all students, instilling a strong sense of accountability in staff for the impact of their work on student outcomes
* To create an outward-facing school, working with other schools and organisations to secure excellent outcomes for all students
* To value collaboration and develop effective relationships with fellow professionals
* To model entrepreneurial and innovative approaches to school improvement and leadership
* To ensure excellent teaching in the school, including through training and development for staff
* To establish a culture of ‘open classrooms’ as a basis for sharing best practice
* To support the personal and professional wellbeing of all members of the school community
* To create an ethos within which all staff are motivated and supported to develop their skills and knowledge
* To hold all staff to account for their professional conduct and practice
* To act as the Critical Friend to agreed subjects and school support teams
* To conduct absence review meetings with agreed members of staff
* To lead briefings, assemblies, meetings and training
* To play an active role in staff professional development, including appraisal where agreed
* To ensure that all staff are actively involved in the development and implementation of processes and practices related to student achievement, behaviour, attendance and pastoral care
* To support new staff through an effective induction programme
* To ensure that there is a safe working environment in which risks are properly assessed

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.