

Job Description

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation of Post** | Deputy Headteacher (0.6 Teaching Commitment) | Grade: | L5-L10 |
| **Reporting to** | Headteacher and Governing Body | | |
| **Purpose** | To ensure the vision, ethos and policies of the school promote high standards and levels of achievement throughout the school. To ensure high levels of health, safety and safeguarding of children. | | |
| **Accountability** | * Accountable for Standards and Achievements throughout the school * Progress and impact against the School Development Plan and Ofsted AFIs | | |
| The duties outlined in this job description are subject to the current conditions of employment contained in the latest School Teachers’ Pay and Conditions Document, the Education Act 1997, the required standards for Headteacher Status, other current educational legislation and the school’s articles of government.  *This job description may be amended at any time following discussion between the Governors and the Headteacher.* | | | |
| **A. Strategic direction and development of the school** – in co-operation with, and under the direction of the Headteacher to**:**   * lead by example and provide inspiration and motivation to the school community * contribute to the generation of vision, ethos and policies for the school which promote improving standards of achievement and progress. * support the Headteacher in the creation and implementation of a strategic school development plan, underpinned by sound financial planning, within the national and local context, which identifies priorities and targets for ensuring that pupils achieve high standards and levels of achievement with effective teaching * support all staff in achieving the priorities and targets which the school sets for itself, provide them with the motivation to support its aims * ensure that the management of the school, including finance and administration, supports the school’s policies, vision and aims * support the Headteacher in monitoring and reviewing all aspects of attainment, priorities, targets and policy and take necessary action.   **B. Teaching and Learning – to:**   * create an environment which secures effective learning across the breadth of the National Curriculum for all pupils, which promotes high standards and achievement, behaviour and pupil welfare * ensure the curriculum is well planned and delivered * monitor and evaluate the effectiveness of the curriculum making any changes as necessary * sustain high-quality teaching across all subjects, based on evidence * monitor the quality of teaching and pupils’ achievements including the analysis of performance data * work with leaders to analyse collated data providing a brief analysis of strengths as well as identifying underachievement, ensuring appropriate action is taken. * support the Headteacher in continuing to develop effective partnerships with parents, other schools, educational establishments and the wider community, including business and industry, in order to enhance teaching and learning and pupils’ personal development. | | | |

|  |
| --- |
| **C. Leading and Managing Staff – to:**   * contribute to the development of positive working relationships with and between all staff and governors * support the Headteacher to implement and sustain effective strategies for the management of all staff * support the Headteacher to plan, evaluate and support the work of groups of staff, delegate appropriately and clearly and evaluate outcomes * enable staff to develop expertise in their respective roles through the identification of needs, ensuring an effective programme of access to continuing professional development * enable performance management systems to operate effectively and to engage with appraisal requirements of the Headteacher and relevant staff * sustain personal and staff motivation * ensure the safeguarding of all children * ensure high standards of Health and Safety * to work with the community and other agencies to enhance the work of the school.   **D. Effective Deployment of Staff and Resources – to:**   * work with governors and colleagues to recruit high quality staff * ensure that all staff and governors understand their respective roles and responsibilities * support the Headteacher to deploy and develop staff to make most effective use of their skills, expertise and experience and to ensure the effective management of the school in the absence of the Headteacher * manage and organise relevant groups of children to ensure effective teaching and learning takes place and that children’s personal development needs are met * support the Headteacher to establish priorities for expenditure and monitor the effectiveness of spending with the financial regulations of the Local Authority * monitor the use of resources with a view to achieving value for money, within the school’s financial context.   **E. School Specific Responsibilities – to:**   * lead personal development across school to ensure there is an inclusive environment at school and that an equal opportunities agenda is embedded across the whole school community * support all staff in developing pupil’s confidence and resilience so that they can keep themselves mentally healthy * lead on pupil voice through the coordination of the school council and ethos group * review and further enhance the school’s behavior policy; considering the voice of all school stakeholders ensuring that a restorative approach to behavior underpins all decisions that are made * line manage the school learning mentor to ensure high quality provision is provided for children who have specific barriers to learning * support the headteacher to further strengthen the relationship between school and the local church community * lead creative Christian collective worship that engages with the school’s Christian vision and values enabling the community to flourish and grow spiritually. |
| **Andrew Hayes, Headteacher**  **February 2025** |