



**Manford Primary School**  
**Deputy Headteacher Job Description**  
For September 2024  
Leadership Spine: 14 – 18

**KEY PURPOSE OF THE JOB:**

1. To assist the Headteacher in the leadership and management of the school in all aspects of school improvement, including taking responsibility for the school in the absence of the Headteacher.
2. To take full responsibility for leading and managing significant aspects of the school - these may include the following: Teaching & Learning, Safeguarding, Curriculum, CPD; under the overall direction of the Headteacher.
3. To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.
4. To carry out professional duties of a teacher and deputy headteacher, as described in parts 10 and 12 of the School Teacher's Pay and Conditions Document, including those duties particularly assigned by the Headteacher.

**SPECIFIC RESPONSIBILITIES**

**Leadership and Management**

1. To assist the Headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
2. To play a significant role in setting aims and objectives for the school and in formulating the School Development Plan along with the Headteacher, governors and other senior staff.
3. To take responsibility for developing assessment procedures and practice, in agreement with the Headteacher.
4. To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour management.
5. To be 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. To offer guidance and support to colleagues. To uphold the ethos of the school as we are a UNICEF Rights Respecting School.
6. To take a supporting role in improving the involvement of parents, carers and the community in the life of the school. This includes new initiatives as they arise such as Remote Learning etc.

7. To provide effective leadership and management to a team/teams of staff, as agreed with the Headteacher.
8. To support the school's continuing professional development programme, including organising training programmes, induction, delivering INSET and working with individuals and teams in a variety of professional development activities.
9. To assist the Headteacher in school self review and evaluation and in the effective planning and management of school resources to secure improvements.
10. 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.
11. To provide guidance and support to staff in order to improve the quality of teaching and learning, ensuring all teaching is at least consistently good and teachers are ambitious for their students.
12. To actively promote equality of opportunity by assisting the Headteacher 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.
13. To assist the Headteacher in all aspects of the day-to-day administration and organisation of the school as agreed, including taking responsibility for agreed areas, e.g. timetables, duty rotas, teacher cover etc.
14. To take a significant role in the implementation of the school's teacher appraisal policy, to secure school improvement and individual professional development.
15. To effectively manage any budgets delegated by the Headteacher.
16. To participate in recruitment and selection, as agreed with the Headteacher.
17. To deputise for the Headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.

**Key areas include: Teaching and Learning, Curriculum, Safeguarding and CPD**

1. To carry out teaching duties, as agreed with the Headteacher, providing a model of excellence for colleagues.
2. To provide leadership and support for colleagues (teachers and support staff) with regard to teaching and learning and the curriculum, including:
  - Supporting the planning and delivery of the curriculum across the school, including developing schemes of work and medium term plans;
  - Supporting curriculum leaders in developing their role, in particular in relation to raising standards;
  - Supporting teams and individuals with short term planning;
  - Organising and delivering training, as needed, to groups of school staff;
  - Supporting staff in the use of assessment information to inform teaching and learning;

- Overseeing or leading the Induction and support of newly qualified and less experienced staff and/or supply teachers;
  - Providing in-class support to staff, through model lessons, team teaching, observation and feedback.
  - To ensure appropriate blended learning is both Statutory compliant and effective for our pupils.
3. To undertake a significant role in maintaining a high standard of pupil behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
  4. To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
  5. To take a leading role in the management of the school system for tracking pupil attainment and progress.
  6. To co-lead on Safeguarding and implement/respond as per regulations and promote the safeguarding of children.

#### **Other Duties and Responsibilities**

7. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
8. To take whole school assemblies and to support other staff with assemblies.
9. To prepare and present reports, as required to governors, LA officers, parents or outside agencies.
10. To attend occasional meetings and events during evening hours or in school holidays, as required.
11. To carry out duties and responsibilities in accordance with Health and Safety Policy and relevant Health and Safety legislation.
12. To ensure that duties are undertaken with due regard to and compliance with the Data Protection Act and other legislation.
13. To operate within the school's equal opportunities framework at all times.
14. To support and be involved in school areas of Finance and Human Resources.
15. To undertake, from time to time, any other reasonable duty as directed by the Headteacher.