

Ongar Primary School

JOB DESCRIPTION: Deputy Headteacher

The Deputy Headteacher of Ongar Primary School will work with the Headteacher and together they will be responsible to the Governors and the Bridge Academy trust for managing the school effectively to the highest possible standard.

Professional Duties

The Deputy Headteacher, in addition to carrying out the professional duties of a teacher, including those duties particularly assigned by the Headteacher, shall:

1. **Play a major role, under the overall direction of the Headteacher, in:**
 - carrying out the aims and objectives of the school and the Trust
 - leading and monitoring current initiatives and school priorities
 - managing staff and resources
2. **Undertake the following specific duties:**
 - (a) **Leadership**
 - Ensure the maintenance of high standards
 - Build and maintain excellent relationships with all community members
 - Reflect the ethos of the Trust and the school in all your actions.
 - Deputise for the head teacher as required.
 - (b) **Teaching and Learning**
 - To teach to the highest standards.
 - To work alongside teachers and support staff to provide an outstanding education for all children and to play a leading role in further developing teaching and learning strategies across the school.
 - Ensure data systems are robust and effective. Collate and analyse data which will feed into the whole school picture of assessment.
 - Oversee the implementation and monitoring of interventions as a result of Pupil Progress Meetings
 - To contribute to staff CPD so all staff continually develop their practice.
 - (c) **Curriculum Responsibility**
 - Oversee and take responsibility for co-ordinating a curriculum area in line with the needs of the school and the priorities outlined in the school development plan.
 - Support the headteacher in ensuring a broad and inclusive curriculum that reflects best practice and current research.

(d) Promoting Positive Ethos and Implementing the school's Behaviour Policy

- To foster the belief that all children have the right to receive an excellent education, in a mutually respectful, caring environment, which meets every child's needs.
- To develop and ensure consistency among teachers and support staff in dealing with behaviour and to take a key role in ensuring that high standards of behaviour are maintained at all times.

(e) Communication

- Support the Headteacher in developing and maintaining effective communication between children, staff, parents, and the wider community
- To establish clear lines of communication. Lead meetings, as required, for both teachers and LSAs to ensure smooth day to day running of the school.
- To monitor staff welfare and bring any issues arising to SLT.
- Ensure all stakeholders are informed about the curriculum, attainment and progress.
- Engage stakeholders through the management of the school's social media accounts

(f) Performance Management and Staff Development

- To act as an NQT mentor and Staff Appraiser, advising and supporting all staff and contributing to their individual professional development.
- To mentor and coach teachers and to plan and lead specific INSET.

(g) Day-to-day management

To assist the Headteacher in ensuring that the school runs smoothly and acting in a management capacity as the need arises. This includes:

- undertaking team teaching as required
- ensure smooth running of the school by communicating clearly
- providing support for staff and pupils within an overall pastoral role
- assisting staff with curriculum financial management
- timetabling

Conditions of Employment

The Assistant Headteacher is required to carry out the duties of a schoolteacher and the professional duties of an Assistant Headteacher as set out in the School Teachers' Pay and Conditions Document.

September 2021