

**Job Description Deputy Headteacher**

Newton Poppleford Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

The post holder, in addition to the requirements of a class teacher, will be required to undertake the following areas of responsibility and key tasks:

**Strategic direction and development of the school** - in cooperation with, and under the direction of, the Headteacher to:

* support the vision, ethos and policies of the school and promote high levels of achievement;
* support the creation and implementation of the school development plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it;
* contribute to the evaluation of the effectiveness of school policies procedures and action plans;
* ensure that parents/carers are well informed about the curriculum; pupil achievement and the contribution they can make to their children’s education and the wider life of the school;
* enable the views of both parents/carers and children to be heard and valued;
* to promote opportunities for networking and connectivity with other schools.

**Teaching and learning**

* take responsibility for the development, monitoring and evaluation of the effectiveness of the curriculum;
* support the Headteacher in the monitoring of the quality of education and children’s achievement including the analysis of data;
* support the Headteacher in developing links with parents/carers, other schools, educational institutions and the wider community, including business and industry, in order to enhance the quality of education and children’s personal development;
* model good practice and mentor colleagues in order to provide continuing professional development.

**Leading and managing staff**

* support the Headteacher to ensure the continuation of positive working relationships between all staff;
* delegate appropriately and evaluate outcomes;
* support the Headteacher in the implementation of the school’s performance management policy.

**Effective deployment of staff and resources**

* support the Headteacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience to ensure that all staff have a clear understanding of their roles and responsibilities;
* manage the school effectively in the absence of the Headteacher;
* work with the Headteacher to establish priorities for the effective deployment of resources.

**General**

* provide information and advice to the Headteacher and governing body and support proper accountability and compliance processes throughout the school;
* promote equal opportunities within the school and to seek to ensure the implementation of the school’s equal opportunities policy.

**School specific responsibilities and tasks:**

* take on any additional responsibilities which might from time to time be determined by the Headteacher.