

# Heatherside Junior School Job Description\*

<b>Role Title:</b>	Deputy Headteacher
<b>Responsible to:</b>	The Headteacher
<b>Responsible for:</b>	Supporting the Headteacher in providing professional leadership for the school; ensuring high quality education for all its pupils and implementing strategies that enable improvement to be achieved and maintained.
<b>Main Purpose:</b>	<p>To assume full responsibility for the School in the absence of the Headteacher.</p> <p>To lead on curriculum development, implementation and innovation.</p> <p>To carry out the professional duties of a teacher.</p> <p>Take responsibility for safeguarding and child protection, including deputising for the DSL.</p> <p>To undertake any professional duties, as reasonably delegated by the Headteacher.</p>

At Heatherside Junior School all staff share a collective responsibility for the well being of pupils. We foster a team approach where colleagues are supportive of each other and of the School's aims, policies and improvement targets. We set high professional standards for ourselves, ensuring that we each contribute to the effective running of the school. We comply with all School, national and statutory policies including those for Safeguarding.

## **Specifically as Deputy Headteacher you are required to:**

### ***Provide strategic leadership by:***

- Working in partnership with the Headteacher, staff team and Governors, establishing and implementing an ambitious vision and ethos for the continued success of the School.
- Leading by example to motivate and support others.
- Playing a pro-active role in school improvement and the self-evaluation process; ensuring that actions are implemented and their impact assessed and reviewed.
- Devising, implementing and monitoring policies, procedures and timetables/rotas.
- Promoting a culture of teamwork and inclusion within the School community, where all views are valued and considered.
- Ensuring that all safeguarding, welfare, child protection and health and safety procedures are followed consistently, undertaking the role of the Deputy Designated Safeguarding Lead as defined in KCSiE.
- Monitoring recorded safeguarding and attendance concerns; taking steps to support pupils and families and secure improvement.
- Supporting the Headteacher in sharing/reporting the School's performance to governors, parents and the wider community.

### ***Lead teaching and learning by:***

- Providing a role model of high-quality teaching, learning and classroom management through exemplary practice.
- Leading the annual Performance Management process for all allocated staff.
- Taking responsibility for leading and developing the School's curriculum, working collaboratively with Subject Leaders.
- Working alongside teachers and support staff to explore, identify and introduce strategies for developing creative, interactive and independent learning opportunities; adapted to meet the needs of all learners.
- Co-ordinating the continuing professional development (CPD) needs of staff, based on school improvement priorities and Performance Management objectives.
- Leading colleagues, within a team and across the School, both formally and informally to enable the School's aims and improvement targets to be achieved.

- Monitoring and evaluating standards across the School, through lesson observations, work scrutiny and progress/data analysis (internal data and national benchmarks).
- Planning and leading assemblies, parent workshops and other curriculum events.

***Support the Headteacher by:***

- Assisting in the day-to-day management and efficient running of the School, including arranging cover for absent staff and teaching where required.
- Meeting with parents to help address any concerns/queries and ensure any actions are followed up.
- Ensuring that any Health and Safety/buildings concerns are being addressed so that the School can continue to operate effectively.
- Representing the Headteacher at meetings, events and community occasions.
- Participating in the selection, appointment and deployment of staff where appropriate.
- Working in partnership to help support/address any relevant personnel matters.
- Developing links with local schools and extended service providers.
- Establishing a programme of professional development training for staff, including weekly Staff and School Improvement Meetings linked to the School Improvement Plan.
- Managing the regular review of policies and procedures, delegating to colleagues where appropriate.
- Supporting the Governing Body in carrying out its roles and responsibilities, including attending and presenting at meetings.
- Producing letters/emails/correspondence, which reflect the high standards of the School.

***Create and promote a positive school ethos by:***

- Establishing excellent relationships with all members of the School community; promoting the positive involvement of parents and carers in school life.
- Taking an active responsibility for ensuring high standards of behaviour, attendance and punctuality throughout the School, ensuring that high standards are maintained and policies followed consistently and fairly.
- Ensuring the effective and timely communication and dissemination of information to staff, parents, pupils and Governors.
- Actively supporting School events and functions, both within and outside the school day.
- Demonstrating a professional approach, ensuring that the School's aims and values are supported at all times.
- Ensuring that communication systems in the school are effective and that staff wellbeing is given a high priority.
- Establishing and maintaining excellent relationships with other professionals and colleagues outside the School.

**Specific duties of the Deputy Headteacher are as defined in the current School Teachers Pay and Conditions Document. This Job Description should also be read in conjunction with KCSiE, Headteacher Standards and the School's Job Descriptions for classteachers.**

\* Draft. This will be reviewed with the Deputy Headteacher to ensure it accurately reflects the skills, attributes and experience of the post holder.