



Job Description

Post Title: Deputy Headteacher

Pay Scale: L8 – L12

Line manager: Headteacher and Governing Board

Core Purpose of the Role:

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document*, including the conditions of employment for school leaders and the school's own policy.
- Carry out the professional duties of a teacher as required, in line with Teachers' Standards
- Take full responsibility for the school in the absence of the Headteacher
- Ensure all delegated duties and strategic initiatives are implemented to the highest standard and always in strict accordance with school policies and procedures
- Under the overall direction of the Headteacher, play a lead role in:
 - the identified school priorities and the monitoring of these through the development of practice and policies through which they are to be achieved
 - the development and oversight of the curriculum, while driving the school's pastoral and inclusive ethos
 - ensuring the school is accountable to its community and partners by proactively managing staff and school resources, reporting on their impact and effectiveness to key stakeholders.
 - building positive relationships with parents/carers, governors and the wider community, representing the school professionally and liaising with external agencies and specialist support services as appropriate
 - Strengthen partnership and community working
- Work such hours as are necessary to fulfil the responsibilities of the role and meet the school's needs, in line with the expectations of the leadership pay scales

- Promote and safeguard the welfare of pupils within the school by being a Designated Safeguarding Lead and maintaining health and safety standards both in relation to staff and children.
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Duties and Responsibilities

Leadership

- In partnership with the Headteacher and Governors, contribute to shaping the school's vision, ethos and strategic direction and ensure these are clearly articulated and enacted.
- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards
- Support the Headteacher in reporting the school's performance to its community and partners
- Play a leading role in whole school initiatives that drive improvement and the self-evaluation planning process to raise standards of achievement for all pupils
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- With the headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including pupil progress and lesson observations to ensure consistency and quality.
- In partnership with the Headteacher, support financial planning and resources deployment (within delegated responsibilities).
- Oversee timetabling, staffing cover and operational logistics as required.
- Devise, implement and monitor action plans and other policy developments utilising data analysis to inform strategic decision making and evaluate impact
- Lead by example to motivate and work with others, using personal initiative to drive forward key school priorities.
- Line manage staff, including performance management/ appraisal cycles
- Promote a culture of inclusion within the school community where all views are valued and taken into account.
- Promote positive relationships and work with colleagues in other schools and external agencies

Teaching and Learning

- To teach pupils in the school as required, exemplifying a high standard of teaching and promoting high expectations for all members of the school community

- Lead the strategic development of the school's curriculum, working with and holding subject leaders accountable for the consistency, sequencing and delivery of an ambitious curriculum.
- Ensure the systematic teaching of foundational knowledge and skills and the recording of impact is consistently high across the school
- Ensure the school's assessment policy is consistently applied, and its practices remain current and research-informed, to provide meaningful data and support high-quality teaching
- Promote an inclusive, positive behaviour culture that meets the needs of all learners
- Help create and maintain an attractive, effective and exciting environment for learning.

Developing self and others

- Ensure through leading by example the active involvement of pupils and staff in their own learning
- Support the development of collaborative approaches to learning within the school and beyond
- Organise and support the induction of staff new to the school and those being trained within the school
- Have responsibility for students on teaching practice and those undertaking work experience, including volunteers.
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/ trainees/ volunteers in the school in the absence of the Headteacher.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.

Managing the organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team

- To undertake any professional duties, reasonably delegated by the Headteacher