**Deputy Head Teacher Job Description**

September 2022

The Deputy Head will be responsible for working with and supporting the Head teacher on the following key school leadership and management areas. This will involve accepting delegated responsibility for aspects of these key areas.

**Strategic direction and development of the school**

* Work with the Headteacher, Governors and Leaders to contribute to a strategic view for the school in its community and analyse a plan for its future needs and further development within the local, national and international context.
* Engage in a close professional relationship with the Headteacher supporting and challenging where necessary, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher and Governing Board.

**Teaching and Learning**

* Lead on the development of teaching and learning throughout the school, including the pedagogical and practical development.
* Lead, facilitate and manage teaching and learning CPD through a range of strategies.
* Providing an example of excellence as a leading classroom practitioner, inspiring and motivating other staff.
* To lead on the monitoring of teaching and learning throughout the school and using this monitoring to improve standards. To design and implement an effective monitoring plan.
* To work closely with the Core leadership Team (CLT) on analysing data and leading progress meetings to drive up standards of teaching and learning in the school.

**Leading and Managing Staff**

* To lead, manage, develop and support Phase Leaders in the Wider Leadership Team.
* Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development.
* To manage cover arrangements for staff absences and communicate effectively with School Business Manager on absences.

**Efficient and effective deployment of staff and resources**

* Deploy people and resources efficiently and effectively to meet specific objectives in line with the school’s plans and financial context.

**Accountability**

* Support the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.

**Specific Duties**

To work with the Headteacher and Governing Board to:

* Support with the day to day running of the school and contribute to the ethos of Working together to succeed.
* Lead on Teaching and Learning in the school to ensure that the quality of teaching and learning improves overtime.
* Provide intensive support to specific teachers when needed.
* To support the Phonics Leader in the strategic implementation of leading Read Write Inc, as well as supporting with the operational side when needed.
* Organise Teaching and Learning CPD for all staff, including LSAs.
* Cover teaching across the school when required to a maximum of 2 days per week.
* Lead assemblies in consultation with the Headteacher
* Be responsible for the Professional Development of Students and Early Career Teachers when necessary.
* Overtly promote the values and achievements of the school to the community.
* Attend Governor Meetings when required
* Undertake such reasonable activities as the Head teacher and Governing Board may, from time to time, require
* Deputise for the Head teacher in their absence.
* Be part of the Designated Safeguarding Lead team and promote safeguarding at any opportunity.
* Manage work experience students and volunteers
* Support the Head teacher in leading Health and Safety across the school.

This job description will be reviewed at least annually as part of the Deputy Head’s Performance Management programme

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member of Staff Headteacher

Date Date