

Job Description: **Deputy Headteacher – Temporary maternity cover** (part time 0.4)

Job Title: Deputy Headteacher

Salary: L2 – L7

Starting: January 2023 (one year contract)

Accountable to: Headteacher

**Main Purpose**

The Deputy Headteacher is expected to contribute significantly to the strategic direction of the school and its community. The DHT will, as part of the Senior Leadership Team, plan for the school’s future development and formulate the aims and objectives of the school by:

* Providing an example of ‘excellence’ as a leading classroom practitioner, inspiring, motivating and supporting other staff
* Working within the Senior Leadership Team to sustain a stimulating school environment, high expectations and excellent practice in teaching and learning throughout the school
* Analysing whole-school progress and attainment data, co-ordinating appropriate responses at class and school level
* Reviewing the school’s progress, contributing to the process of SEF writing and playing a key role in the production of the School Development Plan, its execution and its review
* Working actively to promote a broad and balanced curriculum and playing a vigorous role in the extracurricular life of the school
* Contributing to the creation of an inclusive ethos, working closely with the SENCo and support members of staff and taking on the role of Deputy Designated Safeguarding Lead
* Deputising for the headteacher in their absence.

**Main Tasks**

The specific nature and balance of responsibilities will vary according to the needs of the school and may be shared within the Senior Leadership Team.

**Teaching Responsibilities**

* Supporting colleagues in developing highly effective classroom teaching and learning across the school
* Monitoring and evaluating the quality of teaching and standards of pupils’ achievement, including setting targets for improvement, and analysing and presenting data to governors
* Leading and supporting subject leaders so that the curriculum is exciting and challenging and meets the needs and interests of our children
* Leading and managing the transitions in learning across key stages (EYFS to KS1, KS1 to KS2 and KS2 to KS3)

**Curriculum Development**

* Leading on the progress and support of a phase, key stage or year group as designated by the Headteacher
* Contributing to the development, organisation and implementation of the school’s curriculum
* Ensuring that teaching and learning provided by various teams forms a coordinated, coherent curriculum entitlement for all pupils
* Ensuring that information on pupil attainment and progress is used to improve teaching and learning
* Supporting the Senior Leadership Team to plan an effective programme of monitoring so that outcomes continue to improve for all pupils
* Ensuring that continuity of learning and effective progression of attainment are provided
* Informing parents, carers and governors of curriculum delivery and the progress of pupils across key stages

**Management of Staff**

* Supporting staff development and training
* Working with the Senior Leadership Team to lead, motivate, support, challenge and develop all staff to secure continual improvement including own professional development
* Organising and holding meetings when required with outside agencies
* Playing a full part in the planning and organisation of all school activities, functions and events, including an active involvement in the extra-curricular life of the school

**Relationships**

* Taking responsibility for fostering positive relationships across the school community and promoting the school’s approach to positive behaviour
* Working with Easebourne CE Primary School, locality schools and external organisations to improve outcomes for all pupils
* Informing the Governing Body of school priorities, pupil progress and the impact of professional development on attainment and outcomes, tabling reports when requested
* Maintaining effective communication and links with parents and carers and providing positive responses to concerns and queries regarding their children’s education and well-being
* Developing and maintaining positive links and relationships with the Church and the wider community, including the Cowdray Estate and the South Downs National Park

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.