



## Prenton Primary School Deputy Headteacher Job Description



<b>Job Title</b>	Deputy Headteacher
<b>Grade</b>	L11-L15
<b>Reports to</b>	Headteacher
<b>Core Responsibilities</b>	<ul style="list-style-type: none"><li>• To deputise and lead in the absence of the head teacher</li><li>• To lead safeguarding across the whole school</li><li>• To lead assessment across the school.</li><li>• Behaviour</li><li>• To support the Head teacher in the planning and delivery of the curriculum across the school and take the role of curriculum lead.</li><li>• Induction Tutor and professional lead for students</li></ul>
<b>Key Purpose of the job</b>	<ul style="list-style-type: none"><li>• To 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 deputy headteachers and the school's own policy.</li><li>• The Deputy Head teacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas</li></ul>
<b>Strategic Direction and Development of the school</b>	
	<ul style="list-style-type: none"><li>• To assist the headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.</li><li>• To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the headteacher, governors and other senior staff.</li><li>• To take responsibility for developing, monitoring and writing policy and practice as laid down in the School Improvement Plan, and in agreement and conjunction with the head teacher.</li><li>• To assist the headteacher in school self review and evaluation and in the effective planning and management of resources to secure improvements.</li><li>• Publicly supporting all decisions of the Headteacher and Governing Body.</li></ul>
<b>Teaching and Learning</b>	
	<ul style="list-style-type: none"><li>• Be an 'outstanding' role model and act as a leading classroom practitioner and inspiring and motivating other staff.</li><li>• Working with the Senior Leadership Team and Headteacher to sustain high expectations and outstanding practice in teaching and learning throughout the school.</li><li>• Monitor and evaluate the quality of teaching and standards of pupils' achievement and use benchmarks and set targets for school improvement.</li></ul>
<b>Leading and Managing staff</b>	
	<ul style="list-style-type: none"><li>• Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development.</li><li>• To be an exemplar of all school policies and practices.</li><li>• To support the Headteacher to lead in Performance Management of all teaching staff.</li><li>• 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.</li></ul>

<b>Deploying staff and resources</b>	
	<ul style="list-style-type: none"> <li>• In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively i.e. timetables, deployment of TA's and supply staff.</li> <li>• To participate in recruitment and selection, as agreed by the Head teacher.</li> </ul>
<b>Accountability</b>	
	<ul style="list-style-type: none"> <li>• Supporting the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.</li> <li>• Promote and protect the health and safety welfare of pupils and staff.</li> <li>• Take responsibility for promoting and safeguarding the welfare of children and young people within the school.</li> <li>• Be responsible for ECT and students</li> </ul>
<b>Specific Responsibilities</b>	
	<ul style="list-style-type: none"> <li>• Deputise for the Headteacher in her absence.</li> <li>• Take a major role in the day-to-day running of the school, attending daily and weekly meetings and leading them as required.</li> <li>• Contribute to a positive ethos for learning.</li> <li>• Provide an exciting, stimulating and creative curriculum.</li> <li>• Promote the values and achievements of the school to the community.</li> <li>• Support the Headteacher and Governors in annual budget planning and monitoring.</li> <li>• To take whole school assemblies when required.</li> <li>• Undertake such reasonable activities that the Headteacher and governors may from time to time require.</li> <li>• Be enthusiastic and seek further development</li> </ul>