



Red Hill CE Primary School Deputy Headteacher job description

Strategic direction and school development

- Contributing to the development of the school's vision, ethos, values, curriculum and strategic direction.
- Contributing to the formulation, monitoring and implementation of the SDP.
- Supporting staff members to understand and adhere to the school's strategic direction.
- Keeping fully up-to-date with Education policy, including relevant legislation, statutory guidance and good practice recommendations within the sector.
- Contributing to decisions on all aspects of policy in the school.
- Providing advice and support to the governing body to aid it in conducting its strategic responsibility.
- Contributing to annual budget planning and monitoring.
- Direct overseeing of whole school attendance; reporting to SLT on a weekly basis, monitoring daily/weekly attendance, proving written reports and holding parental meetings.
- Oversee, monitor, evaluate the impact and provide a written statement for Pupil Premium Strategy.
- Overseeing a phase of the school eg. KS1 or KS2
- Monitor and assess performance of disadvantaged pupil provision across the school (EAL, MHWB, PP etc)

Leadership and management

- **Supporting the headteacher:**
 - Assisting and supporting the headteacher in all functions of their role.
 - Deputising for the headteacher in their absence.
 - Undertaking duties as delegated by the headteacher.
 - Working with the headteacher to ensure and uphold a clear system of task delegation and devolution of responsibilities for all staff.
 - Holding Return to Work meetings for staff following absence in line with the school absence policy
 - Holding staff induction meetings as part of the school new staff induction process
- **School performance**
 - Working with the headteacher to set targets, aims and objectives for the school and all staffing roles.
 - Supporting staff to understand and meet the school's targets, aims and objectives.
 - Evaluating the school's performance in relation to its targets, aims and objectives and working with the headteacher to adjust the school's practice in line with findings.
 - Overseeing, leading & managing assessment & data across the school. Providing data reports to stakeholders internally and externally.
 - Overseeing, reporting, working in collaboration with WCC and line managing staff for attendance reporting. Tracking attendance for all pupils including all groups and PA concerns. Liaising with the safeguarding team.
 - Work in collaboration with SBM/Finance to monitor deployment of funds for PPG & sports premium. Ensure effective evaluation and accurate spend are reported as per statutory requirements.

- **Staff management**

- Line managing staff as identified by the headteacher including the KS1 and KS2 phase leaders.
- Participating in the recruitment process for new staff members.
- Motivating staff in their roles and supporting them in aspects of their roles as necessary.
- Contributing to the performance management process of staff as necessary, including evaluating performance and challenging underperformance.
- Working with the headteacher to ensure staff access CPD opportunities, and supporting staff to access such opportunities.
- Supporting, mentoring, coaching and monitoring of all ECTs across the school.
- Contributing to audits of staff skills and training needs.
- Working with the governing body and headteacher to secure and provide effective training for staff members, e.g. through INSET days.

Teaching and learning

- Leading on all aspects of curriculum development across the school in collaboration with the headteacher.
- Working with subject leaders to develop a curriculum offer which is monitored for effectiveness by subject leads.
- Monitoring standards of teaching and learning in the school to ensure the highest quality of education for all pupils.
- Ensuring reliable processes are in place when assessing pupils' knowledge and understanding of the curriculum.
- Ensuring that resources are managed and appropriately allocated across the school to support effective teaching and learning.
- Contributing to creating a culture of high attainment and performance where high standards are held for all pupils from all backgrounds, abilities and needs.
- Working with the headteacher and SENDCO to ensure that the curriculum effectively supports all pupils with SEND to thrive academically.
- Working with the headteacher to monitor, evaluate and review classroom practice and promote improvement strategies.
- Working with the headteacher to implement systems for recording pupils' progress.
- Take the lead role for monitoring, overseeing teaching and learning provision for all EAL pupils across the school.
- Contributing to the establishment and monitoring of systems to keep parents informed about the curriculum and their children's performance.
- Supporting, coaching & mentoring of ECTs
- Overseeing, with the SBM, the impact of any curriculum subscriptions in line with the SDP
- Oversee and manage school teaching and learning resources alongside subject leaders
- Constructing all timetables including PPA, monitoring, subject release time, ECT release.

Training and professional development

- Actively engaging in CPD to ensure professional skills are up-to-date.
- Undergoing training as necessary to ensure that all aspects of the role can be effectively conducted.
- Working to consistently meet the 'Headteachers' standards'.

- Provide high quality in-house CPD for the staff across the school in line with the school SDP.

Pupil wellbeing and safeguarding

- Taking a lead role in managing pupil behaviour across the school.
- Holding the role of deputy safeguarding lead (job description for post)
- Taking responsibility for promoting and safeguarding the welfare of pupils and supporting the DSL and other Deputy DSL's in conducting their duties.
- Contributing to a school culture which prioritises pupil wellbeing and mental and physical health.
- Being an approachable and professional authority figure for pupils to come to with any issues they may have.
- Contributing to the creation of an enriching and positive culture which impacts school life and ensure a positive and respectful attitude amongst pupils and staff in the school.
- Overseeing the use of the school online recording system CPOMS
- Carrying out safe and well visits with a colleague when necessary
- Generate regular reports for the headteacher and governors from the safeguarding and behaviour online system

General duties

- Taking a leading role in the day-to-day management of the school.
- Implementing, enforcing and exhibiting model adherence to all school policies and procedures.
- Attending and contributing to all meetings of the staff cohort and the SLT.
- Planning and chairing meetings where necessary.
- Cultivating and sustaining effective positive relationships with all staff, pupils, parents, governors and stakeholders.
- Teaching where necessary and required eg. covering absence and undertaking all relevant duties of a class teacher while acting in that capacity
- Leading on staff absence and implementing cover arrangements

And all other areas which the Head Teacher deems to be appropriate in line with the role of Deputy Head teacher for Red Hill CE Primary School.