

Round Hill Primary School
Deputy Headteacher Appointment
September 2024

JOB DESCRIPTION FOR THE POST OF DEPUTY HEAD TEACHER

The Deputy Head Teacher is responsible to the Head Teacher and the Governors of the School. S/he is required to work to the conditions of the School Teachers' Pay & Conditions Document.

The Deputy Head Teacher has delegated authority to oversee all areas and aspects of school life. S/he plays an important co-ordinating role within the agreed staff structure and is a key figure in supporting all staff. S/he works in partnership with the Head Teacher, supporting him/her publicly, participating in school administration and sharing with him/her in every aspect of school life ensuring Round Hill offers a safe, secure and caring environment which values achievement and sets high expectations in all of the following:

- Children's development
- Curriculum development
- Staff development
- Governors and parental involvement
- Relationships
- Building/resource/environment
- Budgeting
- Fund-raising

RELATIONSHIPS AND MOTIVATION

1. Maintain high professional standards, and exert a leadership influence by setting a personal example in teaching commitment, relationships and motivation.
2. To make opportunities to encourage and praise staff in believing their personal worth to the school.
3. Support and encourage all teaching and non-teaching staff, and children, showing concern for their welfare.
4. To help maintain a balance between what is realistically possible and idealistic.
5. To help create an atmosphere of enthusiasm, team spirit and a willingness to respond positively to challenging situations.
6. To work with the Head Teacher, Governors, Staff, Parents/Carers in determining the ethos, values and overall purposes of the school.
7. Promote the school's ethos to parents, visitors, Governors and the community.
8. To promote equal opportunities, and to celebrate and develop cultural diversity within the school community.

PLANNING

1. To work closely with the Head and colleagues in the planning and implementing of the School Development Plan.
2. To be involved in the pre-budget setting discussion and to share in the planning of the budget to meet such aims.
3. To share in the planning of resources and activities to meet the aims of the plan.

DELEGATION/ALLOCATION

1. In consultation with the Head, to delegate duties and tasks to members of staff where appropriate.
2. To liaise with Parents/Carers in support of the activities, meetings, workshops and support groups organised by the School.
3. Ensure that policy decisions are implemented.

STAFF SELECTION

1. To work in partnership with the Head Teacher, Governors and other officers of the LA for the selection and appointment of all staff employed by the School.

MONITORING AND EVALUATION

1. To share in the task of monitoring and evaluating the curriculum and the children's learning throughout the school in accordance with the School's Policy.
2. To share in monitoring the effectiveness of duties carried out by staff.
3. To share in the support for the professional development of the staff, identifying areas for further development through such processes as performance management.
4. To consider the overall education environment of the building including displays, equipment, tidiness, health and safety.
5. To take a leading role in ensuring the maintenance of good order and discipline and to monitor the effectiveness of behaviour management throughout the school in line with the schools policy.
6. To be aware of the views and concerns of the staff and the Head Teacher to take appropriate action where necessary.
7. Take a reflective overall view of the School in order to assess and evaluate it.
8. In consultation with the Head Teacher and Staff, to put into action any remedy felt necessary to improve the effectiveness of 1-7 above.

COMMUNICATION AND ORGANISATION

1. To ensure the effectiveness of all communication procedures/systems within the school and assist staff in the understanding of them.
2. To produce, in consultation with other staff, rotas and other timetables, to ensure that the daily organisation of the School runs effectively.
3. To serve, where appropriate as a link between the Head Teacher and Staff to enable the free flow of information, ideas and views.
4. To strengthen the liaison between the school and all other schools with which the School has dealings.
5. To take a leading role in the organisation and planning of School activities.
6. To manage the Schools consumable stock and resources, and order and monitor use and levels of surplus stock.

TRAINING AND PROFESSIONAL DEVELOPMENT

1. Seek professional and personal development for the role of Deputy Head Teacher.
2. To undergo training appropriate to senior management.
3. Become familiar with all aspects of administration.
4. To foster professional staff development and actively support all members of staff in their individual roles and responsibilities giving appropriate advice and feedback as required.
5. To play a key role in the provision of INSET in the School.
6. To co-ordinate the support students on location in their work through appropriate guidance and training.

INNOVATION

1. To lead and participate in the development of new ideas in curriculum,
2. To keep under review the planned initiatives and be aware of the innovation overload.
3. Set an excellent example to others by enthusiastic support for on-going activities.
4. Use initiative in order to support and develop innovations which would benefit the school.

JOB SPECIFIC DUTIES

1. To carry out such duties/tasks as are agreed to be appropriate to the nature of the post.
2. To be responsible for the day to day running of the School in the Head Teachers absence.
3. Other specific responsibilities to be negotiated.

Please note this outline Job Description is aimed at helping prospective applicants gain an insight into the post at Round Hill Primary and School.

The Job Description will be negotiated with the successful applicant, taking account his/her strengths, balanced with the needs of the School.