



JOB DESCRIPTION - DEPUTY HEAD

Post:	Deputy Head
School:	Sharley Park Community Primary School
Responsible To:	Headteacher
Purpose of Job:	To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
Introduction:	The Deputy Headteacher will have delegated responsibilities which are both school-wide and of considerable weight. This will be in addition to carrying out the professional duties of a teacher other than a Headteacher.

Key Responsibilities

1. Core Purpose and Accountability

- To play a major role, under the direction of the Headteacher, in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- Undertake the professional duties of the Deputy Headteacher reasonably delegated by the Headteacher.
- Undertake the professional duties of the Headteacher, in the event of his/her absence from the school.
- In partnership with the Headteacher and the Senior Leadership Team, provide professional leadership and management of Teaching and Learning throughout the school.
- To provide professional leadership and management of School Improvement Plan priorities.

2. Generic/Teachers

- Carry out the duties of a school teacher as set out in the Pay and Conditions Document and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers at Sharley Park Community Primary.
- To facilitate and encourage learning which enables children to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.
- To uphold the school's principles and policies which underpin good practice and the raising

of standards and are expected to uphold and promote the school's aims and values.

- To work together with other staff, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school.
- To take an active role in the School Self Evaluation process. The Deputy Headteacher will be expected to lead a team through the School Self Evaluation process.
- To actively undertake professional development through keeping abreast of the latest developments, research and thinking, coaching and mentoring, and self-evaluation and peer review.
- To actively secure the safeguarding of all children in the school, including keeping appropriate records of any child protection concerns, and reporting incidents to the named Designated safeguarding lead.

3. Appraisal

- To undertake annual Appraisal, setting and agreeing targets linked to School Improvement Plan priorities with the Headteacher.

4. Key Areas: Impact on educational progress beyond your own assigned pupils:

4.1. Strategic direction/Shaping the future

Support the Headteacher in:

- Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrating the vision and values of the school in everyday work and practice.
- Motivating and working with others to create a shared culture and positive climate.
- Assisting the Headteacher in the ongoing and annual review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of school provision.
- Create costed subject development plans in all areas which contribute positively to the achievement of the School Improvement Plan and which actively involves all staff in its design and execution.
- Develop and implement policies and practices for the subject/area(s) which reflects the school's commitment to high achievement and is consistent with national and local strategies and policies.
- Promote high expectations for attainment.
- Establish short, medium and long term plans for the development and resourcing for the specific areas of responsibility.
- Monitor the progress made in achieving subject/area plans and targets, and evaluate the effect on teaching and learning.
- Work with outside agencies and stakeholders to inform future action.

4.2. Leading Learning and Teaching, developing and enhancing the teaching practice of others

- Work with the Headteacher to raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
- Provide regular feedback for colleagues in a way which recognises good practice and

supports their progress against professional and appraisal objectives resulting in a tangible impact on students learning.

- Develop whole staff, phase teams and individuals to enhance performance.
- Undertake coaching and mentoring.
- Plan, organise and deliver staff meetings, where necessary bringing in outside speakers.
- Keep abreast of the latest developments in the area and disseminate effectively to other members of staff.
- Plan, delegate and evaluate work carried out by team(s) and individuals.
- Create, maintain and enhance effective relationships with all stakeholders.

4.3. Securing Accountability

- Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors and the DfE; ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.
- Agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets.
- Engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans which encapsulates key school learning strategies.
- Provide guidance on a choice of teaching and learning methods/strategies Coach and mentor.
- Model and demonstrate outstanding practice through shared planning, team teaching etc.
- Evaluate the quality of teaching and standards of achievement, setting targets for improvement.

4.4. Resource Management

- Work with the Headteacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation.
- Work with the Headteacher to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.
- Oversee and evaluate the subject/area budget allocation to ensure the budget is spent in line with subject/area learning priorities and best value principles.
- Secure and allocate resources to support effective learning and teaching within the subject area(s).
- Monitor and control the use of resources and budget according to the school's agreed financial procedures.

4.5. Developing Self and Working with Others

- Work with the Headteacher to build a professional learning community which enables others to achieve.
- Support staff, within teams and within the whole school, in achieving high standards through effective continuing professional development.
- Be committed to your own professional development.
- Implement successful appraisal processes with allocated team of staff.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own professional development.

4.6. Strengthening Community

- Work with the Headteacher to engage with the internal and external school community to secure equity and entitlement.
- Work with the Headteacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools.
- Work with the Headteacher to work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

5. Specific Duties for Deputy Headteacher

- To provide professional leadership and management of key areas of the School Improvement Plan as agreed, on an annual basis, with the Headteacher.
- To have joint responsible for behaviour policy & practice across the school.
- To have management of GDPR, AI and new initiatives in technology as schools move forward.
- Act as the Deputy Designated Safeguarding Lead, referring cases of suspected abuse to the local authority children's social care as required.
- To lead on SAR requests
- To take an active role in the Schools Leadership Team, contributing to the improvement of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all children.
- To lead the Appraisal of a group of teachers or Support staff.
- To perform the operational duties of the Headteacher in his/her absence in an Acting Up capacity.
- To perform the legal duties of the Headteacher in a formal Acting Up capacity where the Headteacher has been contracted to provide consultant support for other organisations.
- To take a full and active part in all school activities including those which fall out of normal working hours.

Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. The specific focus for the Deputy Head's work programme will be negotiated and agreed at the beginning of the appraisal

cycle.