**Deputy Headteacher**

St. Gabriel’s C.E School, Middleton, Manchester, M24 2BE

**Job Description**

Position: Deputy Headteacher

Grade: L8 – L13

Reporting to: The Governing Body

Main Purpose: To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement

**Job Purpose:**

* To undertake the professional duties of the Deputy Headteacher as set out in the current Teachers’ Pay and Conditions of Service Document
* To take responsibility for the professional duties of the Headteacher as set out in the current Teachers’ Pay and Conditions of Service Document in the absence of the Headteacher

**Main Duties:**

* To have specific responsibility for SEND pupils; supporting staff to make sure high-quality intervention programmes are in place when underachievement is identified
* To have specific responsibility for LAC pupils
* In partnership with the leadership team develop the shared vision for the school
* Monitor and evaluate the performance of the school and its achievements as a Church school
* Contribute to the development, organisation and implementation of the school’s curriculum
* Contribute to the development and implementation of school policies which reflect the school’s commitment to high standards and is consistent with national and local strategies and policies
* To undertake annual appraisal, setting and agreeing targets linked to the School Development Plan priorities with the Headteacher
* To lead and manage the appraisal of Teaching Assistants
* To maintain high morale amongst staff and set an example of professional standards and leadership
* To have a non-class based teaching committment
* To ensure the highest of standards of achievement for all pupils, through high expectations and a well-balanced curriculum
* To ensure high quality of teaching across the school by monitoring teachers’ planning and delivery and pupils’ learning
* To ensure all pupils have equal access to and participation in all aspects of the curriculum
* To support the development of pupils’ spiritual, moral, social, physical and cultural development
* To work with colleagues to ensure data is used effectively and consistently across school
* To ensure effective communication throughout school
* To pursue and extend professional knowledge and expertise through attending relevant curriculum and school INSET
* To promote and sustain effective management of the school environment, its site and buildings
* To work as part of the leadership team to encourage and develop effective links with the local and wider community, parents and governors
* To work with the Headteacher to ensure adherence to Safeguarding Policies and to act as the Deputy Designated Safeguarding Lead

* To maintain effective working relationships with external agencies and services
* To be able to converse at ease with stakeholders and service users and provide advice in accurate spoken English

**Safeguarding Children & Safer Recruitment:**

St Gabriel’s CE Primary School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

**Secondary Duties:**

* To be aware of and comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection; reporting all concerns to the appropriate person in line with relevant policies
* To promote equality and diversity
* To attend relevant meetings as required
* To appreciate and support the role of other professionals
* To undertake such other duties and responsibilities as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions as they relate to Deputy Headteachers.