



DEPUTY HEAD TEACHER JOB DESCRIPTION

Name:

Post: Deputy Headteacher

Scale:

Responsible to: The Headteacher

You are expected to support the schools values, comply with all policies/practices and carry out the professional duties of a teacher/deputy headteacher as outlined in the School Teachers' Pay and Conditions Document.

As **Deputy Headteacher** you will be expected to assist the Headteacher in the strategic leadership of the school. You will need to:

- regularly consult with the Headteacher
- assist in the development of strategic policy and practice ensuring effective and efficient implementation
- be responsible for school self-review in areas of responsibility and assist in such elements as may be delegated
- assist in leading & managing the school or such parts of it as may be delegated
- undertake any professional duties of the headteacher that may be delegated
- undertake the professional duties of the headteacher in their absence.

You will be **responsible** and **accountable** for strategic development in areas such as the following and as such will report regularly to the headteacher and Governors:

1. **Designated Safeguarding Lead Officer.**
2. **LAC Designated Teacher** including PEPs.
3. **Strategic oversight of additional funding for vulnerable groups;** e.g pupil premium, 16-19 Bursary, Covid Catch Up Fund etc.
4. **To lead on liaison and represent St George's School partnership arrangements with External Agencies** e.g Social Care, Speech & Language, Educational Psychology etc.
5. **Supervision of specialist staff within school responsible for key areas of provision** e.g Behaviour Management, Interventions, Speech & Language, Specialist Teacher Service and oversee monitoring.
6. Coordinate, monitor and intervene in the area of student **attendance and family liaison.**
7. Monitor **Continuous Professional Development** in conjunction with the Leadership Team.
8. **Educational Visits Coordinator.**
9. To ensure that the whole school **timetable provides an appropriate and effective curriculum using staff resources efficiently.**
10. Directly **line-manage staff** associated with supporting the above.

In addition you should:

- be prepared to work in any area of the school if required
- undertake other such duties as shall be required by the Headteacher from time to time.

This job description may be reviewed as necessary and may, after consultation with you, be amended.

Deputy Headteacher:

Headteacher:

Date: June 2022