



St John's Primary School



Deputy Head Job Description

The Deputy Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.

Strategic direction and development of the school

- Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism
- Publicly supporting all decisions of the Headteacher and Governing Body

Teaching and Learning

- Providing an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff
- Working with the Senior Leadership Team and Headteacher to sustain high expectations and excellent practice in teaching and learning throughout the school
- Engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans which encapsulates key school learning strategies
- Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for improvement
- Agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets
- To raise attainment for children in receipt of Pupil premium funding through effective use of funds and new initiatives
- To develop and co-ordinate 'lesson study' with other members of staff (team teaching in triads) to raise pupil's standards of achievement and to evaluate practice.
- Provide guidance on a choice of teaching and learning methods/strategies, through coaching and mentoring

Leading and Managing staff

- Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development
- To lead in Performance Management of designated staff and to be responsible for some ECT assessments and inductions
- Evaluate the quality of teaching and standards of achievement, setting targets for improvement

Efficient and effective deployment of staff and resources

- In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context i.e. deployment of TAs and supply staff

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
- Reflect on personal contribution to school achievements and take account of feedback from others

Specific Duties

Class or cover teaching responsibilities

- Deputise for the Headteacher in her absence
- Take a major role in the day-to-day running of the school
- Contribute to a positive ethos for learning
- Ensure an exciting, stimulating and creative curriculum
- Promote the values and achievements of the school to the community
- Advise on the school's resource needs and co-ordinate these resources
- Assist with the appointment and induction of new staff and provide monitoring and support for ECTs and students as necessary
- Support the Headteacher and Governors in annual budget planning and monitoring
- Assist in the preparation, implementation and monitoring of the Raising Achievement Plan

Undertake such reasonable activities as the Headteacher and Governors may, from time to time require. Such as

- Designated safeguarding responsibility
- Organise and co-ordinate students
- Whole School Curriculum to include Assessment
- Whole school understanding and knowledge of curriculum
- To ensure the website is up to date
- Ensure children's/staff/parents voice is used to measure impact
- Ensure all subject leads have the support and training they need to know how their subject is taught whole school
- To manage and update curriculum policy/rationale
- Monitor the impact of curriculum and develop assessment that is fit for purpose

