ST. LUKE’S PRIMARY SCHOOL

**The Role of the Deputy Headteacher**

**CORE PURPOSE**

To deputise for the headteacher.

To provide professional leadership and management for all staff in order to secure high quality care and high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.

The current deputy headteacher has responsibility for safeguarding, autism and sensory needs, alongside supporting the development of the assistant headteachers. There is flexibility to which specific areas the deputy headteacher could lead.

To act as professional development coordinator.

**GENERAL RESPONSIBILITIES**

The role of a deputy head is explained in the current version of the School Teacher’s Pay and Conditions of Service.

The deputy head will play a major role, as part of the school’s leadership team under the overall direction of the head teacher, in:

(a) formulating the aims and objectives of the school;

(b) establishing, developing and implementing the policies through which they are to be achieved;

(c) managing staff and resources to that end;

(d) monitoring progress towards the achievement of the school’s aims, objectives and policies;

(e) acting as Team Leader for teachers for their performance management and Reviewer for support staff for their employee development reviews;

(f) contributing to reviews of the provision and learning of pupils;

(g) developing support services for pupils’ families or signposting these;

(h) undertaking other professional duties delegated by the head teacher.

The deputy head will be a role model for outstanding teaching and at times will have timetabled teaching responsibilities in relation to designated pupils.

There is an additional requirement for the deputy head to carry a level of responsibility exceeding that expected of an assistant head teacher, including, where appropriate, responsibility for discharging the responsibilities of the head teacher in his/her absence.

Non-contact time will be made available to enable the deputy head to meet these responsibilities. However, there is an expectation that a reasonable amount of work will be done outside of normal school hours.

Specific targets will be negotiated with the deputy head each year in line with the targets identified in the school development plan and/or performance review. There will be a review of specific responsibilities in the light of any changes in the school's development needs.

# PARTICULAR DUTIES AS DEPUTY HEAD

**Note:** The job particulars below are indicative of the typical roles that a deputy headteacher at St Luke’s will undertake. These duties are based on a deputy headteacher taking on the role of Curriculum and Assessment lead, however, as part of the recruitment process different particulars are likely to be agreed and these will be reviewed yearly as part of the performance management process. These roles will be based on the skills the successful candidate brings to the team and balanced against other team members skills.

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| Manage the work of senior and middle leadersStandardsOrganise provision of information for parentsOrganise assessmentProvide whole curriculum coordinationAct as CPD coordinator | 1. manage the work of designated senior and middle leaders and any subject specialists among support staff;
2. coordinate monitoring and evaluating of curriculum delivery to pupils at Key Stages 1 and 2 and the Early Years Foundation Stage by curriculum leaders
3. co-ordinate and timetable the annual audits by senior and middle leaders of the available teaching resources, staff professional development needs and the monitoring of children's work and the records kept by teaching staff;
4. submit to the headteacher and the governing body the middle and senior leaders’ written evaluations of progress towards targets identified in the last edition of the school development plan and recommendations about new targets and budget allocations for incorporation into the next edition of the school development plan;
5. working with middle and senior leaders to ensure that their development plans, audits and evaluations are prepared for Ofsted inspection
6. ensure ongoing improvement of policies, schemes of work, guidance for teachers on planning and assessment, as necessary;
7. develop approaches to monitoring standards across the whole school
8. develop effective information materials for parents in order to maximize their understanding of their child’s curriculum provision and ensure accessibility;
9. co-ordinate the end of key stage statutory assessments and reporting to parents and the local authority and the secondary special school as appropriate;
10. coordinate the assessments by teachers using assessment systems, ensuring that up to date pupil progress records are maintained
11. attend LA meetings for assessment coordinators
12. ensure that planning in all curriculum areas (long-term plans and medium terms plans) is complementary and exploits naturally occurring opportunities for coherent delivery according to specific themes or areas of learning;
13. ensure that planning in all curriculum areas maximises opportunities for teaching key skills of learning and providing opportunities for generalization of new skills
14. ensure that all new staff receive appropriate induction training
15. ensure that all existing staff receive appropriate CPD opportunities in line with the school development plan;
16. manage the budget for CPD;
17. ensure that all staff are informed of career progression; opportunities and standards expected of employees at each level of progression
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