

St Mark's Church of England Primary School
DEPUTY HEADTEACHER JOB DESCRIPTION (2021-22)

Salary: L10-14 (£52,723 - £58,135)

Hours: Fulltime

Contract type: Fulltime permanent

Reporting to: Headteacher

Core Purpose

This is a senior post within the school's staffing structure, which carries with it membership of the Leadership Group. This post holder is accountable to the Headteacher and is required to deputise for the Headteacher in their absence. As Deputy Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document(STPCD). In addition, you will be required to fulfil any reasonable expectations from the Headteacher.

Under the direction of the Headteacher, the Deputy Headteacher will take a major role in:

- Formulating and promoting the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to achieve the established aims and objectives
- Monitoring progress towards the achievement of the school's aims and objectives
- Raising the attainment of pupils in conjunction with all appropriate stakeholders
- Playing a leading role in developing the distinctive Christian ethos and standards of the school, including leading acts of collective worship
- Upholding and promoting high standards of behaviour, achievement and personal development
- Supporting the Headteacher in ensuring that the school maintains and further develops the equal opportunities and inclusion policies and practices for all of its pupils
- Sharing strategic management duties, modelling achievement of high expectations in standards, discipline and ethos
- Supporting the Headteacher in the general day-to-day running of the school
- Fulfil the roles and responsibilities of a Deputy Designated Safeguarding Leader
- Attending/leading meetings as determined by the school's structure
- Attending meetings of the Governing Body in an observer's capacity when required

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Deputy Headteacher will:

- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupil well-being
- Model excellent classroom and school practice
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- Effectively use formative assessment to inform strategy and decisions
- Ensure progression in the teaching of a broad, creative and coherent curriculum
- Support and develop curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read effectively
- As Assessment Leader, establish systems and monitor assessment practices across the school
- Report to the Headteacher and Governors on the achievements of pupils across the school

Wellbeing, additional and special educational needs (SEN) and disabilities

Under the direction of the Headteacher, the Deputy Headteacher will:

- Provide guidance and support for all pupils
- Support children in educational, social and emotional matters
- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Ensure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Organisational management and school improvement

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain the school's distinctive Christian ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Professional development

Under the direction of the Headteacher, the Deputy Headteacher will:

- Take shared role in the leadership of staff appraisal
- Co-ordinate appropriate, high standard professional development opportunities for staff linked to whole school and individual priorities and needs
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Keep up to date with developments in education

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held fairly to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

Under the direction of the Headteacher, the Deputy Headteacher will:

- Contribute to induction processes for new staff and support NQTs and Supply Teachers
- Allocate/organise work experience placements
- Organise cover for absent staff/notify office and deploy supply staff

Reporting to	Headteacher
Date	March 2021
Review Date	Sept 2022