|  |  |
| --- | --- |
|  | **Job Description – Deputy Headteacher** |
| LeadershipAndManagementRole | The Deputy Headteacher is expected to contribute to a strategic view for the school and to analyse and plan for its future needs and further development by:* Taking an active part in the management and leadership of the school, deputising for the Headteacher when necessary
* Working with the Headteacher to ensure the highest possible standards of teaching in the school
* Leading by example as a teacher, disseminating best practice
* Taking a proactive hands-on approach, responding to pastoral and behavioural needs as they arise
* Model ‘outstanding’ teaching, with teaching responsibility which is flexible to the needs of the school
* Monitoring and evaluating the quality of teaching and standards of pupil’s achievement and setting targets for improvement
* Being responsible for the performance management of a group of teachers
* Working with the Leadership Team to lead, motivate, support, challenge and develop all staff to secure continual improvement
* Contributing to the production of the School Development Plan
* Supporting all aspects of the life of the school, including promoting our caring ethos and our links with St Mary & John Church
* Leading and supporting subject leaders so that the curriculum is exciting and challenging and meets the needs and interests of the children. Planning an effective programme of monitoring so that outcomes continue to improve for all learners
* Playing a part in all school activities, functions and events, including an active involvement in the extra-curricular life of the school
* Working closely with the Headteacher to develop a positive behaviour culture based on trust and respect
* Contributing to the efficient organisation, management and supervision of school routines
* Preparing and leading whole school assemblies
* Preparing rotas and timetables for playground duties, meetings and special events
* Maintaining effective communications and links with parents, providing positive responses to concerns and problems regarding their children’s education and wellbeing
* Organising and holding meetings when required with outside agencies
* Taking a lead in monitoring attendance and promoting good attendance
* Providing training for teachers and support staff
* Working as part of the Leadership Team to ensure safeguarding of all pupils and staff
* Take a lead on the collection and analysis of data
* Organise external assessments
* Work alongside the governing body
 |

