



STORRINGTON PRIMARY SCHOOL

The Deputy Headteacher is **a leading professional in the school, accountable to the Headteacher.** **Job Description**

Job Title/Post: Deputy Headteacher

Salary: Leadership Scale L6 - 10

Responsible to: The Headteacher

Start date: October / January

Job Purpose:

To provide vision, leadership and direction for the school and helps to ensure that it is managed to meet its aims and targets.

To lead and support staff and children with behaviour

To make strategic evaluations of whole school teaching, learning, and personnel issues as a supportive and well-motivated team member.

To support the school in securing effective education for all pupils and the continuous improvement of teaching and learning in the school.

As Deputy Designated Safeguarding Lead (DSL) to share responsibility for safeguarding and child protection matters arising at the school, to support other staff in dealing with any child protection concerns that arise, liaising with external agencies as needed

Teaching and Learning:

Monitor and evaluate pupil achievement and attainment throughout the school.

Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.

Support subject leaders in the development and implementation of curricular initiatives.

To monitor the quality of teaching and learning, in line with the school policy to include lesson observations, monitoring of short and medium term planning and scrutiny of pupils' work.

To review long term planning to ensure coverage, progression and a range of learning experiences throughout the school alongside subject leaders

Take some responsibility for the pastoral care of pupils, including involvement in parent meetings and pastoral support plans when necessary.

Co-ordinate and oversee the organisation of out of school learning activities.

To monitor the standards of behaviour and achievement across the school.

Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil's achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.

Supporting staff to meet personal and professional targets.

Ensure staff share the aims of the school in promoting a high quality of learning in the classroom.

Recording and Assessment:

Update the Head Teacher, other senior leaders and governing body on the effectiveness of provision for pupils throughout the school to contribute towards the annual school improvement plan.

Have input into the target setting process for raising achievement for pupils and feedback to the Head Teacher.

Monitor progress and ensure appropriate action plans are in place where issues are identified.

Ensure planning is effectively carried out and ensure individual needs are being met.

Take responsibility for the coordination of assessment throughout the school.

Leadership

Support the Headteacher in providing a clear direction for the development of the school.

Support and contribute to the school's equality and diversity agenda

Contribute to establishing the core values of the leadership team and their practical expression.

To have a specific responsibility for leading and managing student behaviour and welfare: ensuring well-being and positive behaviour of all students enables them to be successful in every aspect of their school life.

To liaise with parents and carers where necessary.

Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's improvement plan.

Support the Headteacher and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives.

Assume responsibility for the management of the school in the absence of the Head Teacher.

Attend SLT meetings as required, and report back to staff when necessary.

Establish good relationships, encourage good working practices and support and lead teachers.

Plan, organise and chair meetings as appropriate.

Standards and Quality Assurance

Support the aims and ethos of the school.

Liaise with the Governors, when appropriate, to facilitate their overview of school management;

Attend and participate in open/parent evenings.

Uphold the school's behaviour code and dress policy.

Participate in staff training.

Participate in Continuing Professional Development and promote the development of others.

Attend and where necessary lead team and staff meetings.

To be fully aware of the current legal requirements, national policies and local guidance on the safeguarding and promotion of the wellbeing of children and young people.

Develop links with Governors, LAs and locality schools

People and relationships:

Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.

Support subject leaders within the context of school policies, in relation to working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitude.

Encouraging moral and holistic growth and social responsibility amongst pupils,

Managing innovation and change

Working collaboratively.

Manage and develop effective working relationships with Headteacher and senior managers in the school.

Human and material resources and their development and deployment:

Lead the professional development of staff through example, coaching peer support and target setting.

Ensure support and training during the induction of new teaching staff.

Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' social, moral, social and cultural development.

Manage the resources for a specific subject area or a whole school aspect.