**Trinity Primary School**

**Deputy Headteacher Job Description**

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| Job Title  | Deputy Headteacher |
| Salary  | L6 – L12 |
| Contract type  | Full-time permanent  |
| Reporting to | Headteacher |

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| **Main purpose** - The deputy headteacher, under the direction of the headteacher, will take a major role in:  |
| * Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives
* If the headteacher is absent, the deputy will deputise, as directed by the governing board
* The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teacher’s Pay and Conditions document (STPCD)
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| **Qualities** - The deputy headteacher will: |
| * Uphold pubic trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
* Build positive and respectful relationships across the school community
* Serve in the best interests of the school’s pupils
* Have extremely high expectations and strive for continuous improvement
* Work as a key member of the team to motivate and develop all staff, providing encouragement and support
* Be approachable and act as a consultant for other staff members
* Treat people fairly, equitable and with dignity and respect to create and maintain a positive school culture
* Have a great sense of fun and humour
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| **Duties and responsibilities** – Under the direction of the headteacher, the deputy headteacher will: |
| * Create a culture where pupils experience a positive and enriching school life
* Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism
* Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
* Use consistent and fair approaches to managing behaviour, in line with the schools’ behaviour policy
* Deputise for the headteacher in her absence
* Take a major role in the day-to-day running of the school, attending meetings and leading them as required
* Provide professional leadership and management of a key area of the school development plan as agreed, on an annual basis, with the headteacher
* Demonstrate the vision, values, aims and expectations in every day work and practice
* Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
* Lead performance management for a group of teaching staff
* Monitor and evaluate outcomes for key groups of pupils, with specific reference to, Disadvantaged, SEND and EAL groups and set targets for school improvement
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| **Teaching, curriculum and assessment** – Under the direction of the headteacher, the deputy will:  |
| * Be an ‘outstanding’ role model and act as a leading classroom practitioner to inspire and motivate other staff
* Work with the SLT and headteacher to sustain high expectations and outstanding practice in teaching and learning throughout the school
* Establish and sustain high-quality teaching across all subjects and phases, based on evidence
* Ensure teaching is underpinned by subject expertise
* Effectively use formative assessment to inform strategy and decisions
* Ensure the teaching of a broad, structured and coherent curriculum
* Establish 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
* Keep abreast of the latest developments in key areas of responsibility and disseminate effectively to staff members
* Ensure that learning is at the centre of strategic planning and resource management
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| **Organisational management and school improvement** – Under the direction of the headteacher, the deputy headteacher will: |
| * Establish and sustain the school’s 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 approaches to 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
* Assist in the recruitment, retention and deployment of staff and help them to manage their workload to achieve the vision and aims of the school
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| **Professional development and working with others** – Under the direction of the headteacher, the deputy headteacher will: |
| * Ensure staff have access to appropriate, high standard professional development opportunities
* Keep up to date with developments in education
* Regularly review and reflect on own practice, set personal targets and take responsibility for own professional development
* Seek training and continuing professional development to meet needs
* Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
* Acknowledge the responsibilities and celebrate the achievements of individuals and teams
* Develop and maintain a culture of high expectations for self and others
* Manage own workload and that of others to allow an appropriate work/life balance
* Deliver an appropriate programme of professional development for all staff, including quality coaching and mentoring, in line with the school improvement plan and performance management
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| **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
* Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities
* Ensure that staff understand their professional responsibilities and are held 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 in order to share expertise and bring positive benefits to their own and other schools
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
* work collaboratively, at both strategic and operational levels, with parents and carers and across multiple agencies for the well-being of all children
* As directed, present a coherent, understandable and accurate account of the school’s performance to a range of audiences including governors, parents and carers
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