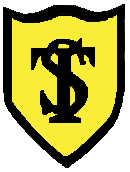
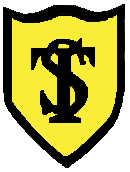
**Trinity Primary School**

**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) |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |