



Deputy Headteacher – Job Description

Core Purpose and accountability

- To work in partnership with the Headteacher in the strategic leadership and management of the school and to deputise for the Headteacher in all aspects of management, control, safeguarding and discipline of the school as required.
- To carry out the professional duties of a Deputy Headteacher as set out in the current Pay and Conditions Document

Main areas of responsibility

Strategic Leadership:

In partnership with the Headteacher,

- ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- produce, implement, monitor and review the School Development Plan to address school improvement priorities
- lead the school in the policies and practices of continuous school improvement and staff development. Constantly seek and implement strategies which will bring about that improvement.
- support the development of our Christian ethos as a church primary school, including the spiritual development of pupils and the school's role in the community
- support and secure the commitment of others to the vision, ethos, direction and policies of the school in order to secure school improvement
- promote the aims of the school and seek to provide the best possible education for all children within the context of an inclusive and caring community
- build positive and effective relationships with all stakeholders

As Deputy Head

- undertake the professional duties of the Deputy Headteacher reasonably delegated to you by the Headteacher.
- undertake, as necessary, the full range of professional duties of the Headteacher in the event of their absence from school
- undertake the role of Deputy Designated Person (DSP) for Safeguarding

Teaching and Learning:

- lead by example as a classroom teacher (as set out in the current School Teachers' Pay and Conditions Document), maintaining the highest standards of teaching and learning
- demonstrate sound organisation and practice in line with school policy ensuring that pupils are engaged in safe, high quality learning activities in an environment that is designed to promote enjoyment and excitement in learning, and enables them to learn effectively
- provide professional leadership and management of Teaching and Learning throughout the school. Work with the Head teacher to accurately evaluate the quality of teaching via a range of monitoring activities including lesson observations, work and planning scrutiny, data analysis, pupil voice and staff appraisal
- support the Headteacher in determining, organising and implementing the curriculum and the assessment of it; monitor and evaluate its implementation in order to identify and act on areas for improvement
- support the Headteacher in identifying and planning appropriate INSET for all staff. Lead groups of staff in development activities and evaluate outcomes

- closely monitor pupil progress and provide advice and support for staff so that they are enable to swiftly address pupils' barriers to learning through pupil progress reviews
- work collaboratively with parents and carers and across multiple agencies for the well-being of all children
- keeping abreast
- support in the day to day positive behaviour management of all pupils in school. Celebrate achievement so that pupils' morale and self-esteem are high.

Leadership and Management:

- undertake the role of Deputy DSP within the school; work proactively to ensure all safeguarding matters are effectively managed
- take responsibility for developing English across the school
- lead other staff members in effective School Self-Evaluation; ensure that the Headteacher and governors are well informed about policies, plans and priorities, success in meeting objectives and targets, and any future development needs
- lead other staff members in developing positive working relationships with and between all stakeholders in Trowell C of E Primary School
- maintain high staff morale and set an example of professional standards and leadership.
- support the performance management (appraisal) process as required and use this process to develop others (as well as to develop your own effectiveness as a teacher and leader)
- provide support to newly qualified teachers, supply teachers, teachers and teaching assistants who may be new to the school
- make arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims.

Accountability

- attend Senior Leadership Team Meetings and termly meetings of the Full Governing Body when required to provide information and advice regarding specific areas of responsibility
- support in the development of and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- reflect on personal contribution to school achievements and take account of feedback from others
- fulfil all commitments arising from contractual accountability.

General:

- take on specific tasks related to the day to day administration and organisation of the school as requested by the Headteacher
- In the event of the Deputy Headteacher taking on the role of Acting Headteacher, on other than a short term basis, the job description would need to be reviewed to reflect the new responsibilities of the role.
- engage with appropriate training opportunities to promote professional effectiveness in this role. This job description will be reviewed at least annually as part of your Performance Management (appraisal) programme.

The Deputy Headteacher will have access to a range of professional development activities, such as conferences, support groups and appropriate training courses.

Headteacher:

Deputy Headteacher:

Date: