



Recruitment of Deputy Headteacher

Job Description Deputy Headteacher

In addition to the requirements of a class teacher and any other agreed responsibilities.

The Deputy Headteacher, under the direction of the Headteacher, will take a 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 headteacher 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 Teachers' Pay and Conditions Document (STPCD).

The Deputy Headteacher will have dedicated management time in addition to a timetabled teaching commitment of 0.4 fte, depending upon the needs of the school. The Deputy Headteacher may also be required to undertake any of the duties delegated from the Headteacher.

Safeguarding

Everyone who works at Tylers Green Middle School has the responsibility for promoting the safeguarding and welfare of children. By committing to safeguarding all staff will aim:

- To ensure awareness of school policy and procedures re Child Protection.
- To be aware of the signs and symptoms of abuse by attending relevant training.
- To report all causes for concern to the Designated Person for Safeguarding (the Headteacher).
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out any relevant risk assessments prior to activities where safety may be an issue.

Areas of Responsibility and Key Tasks

Leadership

Under the direction of the Headteacher, to:

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Champion wellbeing and parental engagement in the school community
- Build positive relationships with the governing board
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Be a proactive and effective member of the senior leadership team



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Pupils and Staff

Under the direction of the Headteacher, to:

- Participate in the selection and appointment of teaching and support staff as appropriate
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice
- Lead in the induction of staff new to the school and those being trained within the school, as appropriate

Systems and processes

Under the direction of the Headteacher, to:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Champion the development of Ed Tech to support efficient and effective systems
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

The self-improving school system

Under the direction of the Headteacher, to:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Seek training and continuing professional development to meet own needs, and those of the school



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Teaching and Learning

Under the direction of the Headteacher, to:

- Lead on teaching and learning and the intent, implementation and impact of the school's curriculum
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Lead on the development and delivery of training and support for staff
- Lead the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting

To undertake any professional duties, reasonably delegated by the Head teacher