



Job Description

Deputy Headteacher

Purpose	<p>To undertake the professional duties of a teacher, having regard to the curriculum for the school, with a view to promoting the development of the abilities and aptitudes of the children in any class or group assigned to them.</p> <p>Playing a major role in the leadership, development, internal organisation, management, and control of the school.</p>
Reporting to	Headteacher
Salary/Grade	Leadership Scale (to be discussed on application)

Key Responsibilities	<p>In addition to carrying out the professional duties of a teacher the Deputy Headteacher under the overall direction of the Headteacher will:</p> <ul style="list-style-type: none"> • Formulating the aims and objectives of the school and managing staff and resources to that end, making a leading contribution to the development of the school's vision and ethos. • Assisting the headteacher in determining general school policy and managing its implementation. • Ensuring the ethos, including the Christian ethos, of the school is supported and maintained. • Supporting, following, and implementing school policies and procedures as currently set out in the school's policy file and/or assist in establishing new policies. Monitoring progress towards their achievement. • Making a leading contribution to the school monitoring and reviewing the processes for children's attainment and learning. • Have a key role in the implementation of the new arrangements for teacher's performance management. • Assist the Headteacher in managing the school on a day-to-day basis. • Using leadership and management time effectively. • Deputise for the Headteacher when required and in the event of short-term absence or business away from the school site. • Undertake the professional duties of the Headteacher to the extent required by the Governing body in the event of the headteacher's longer-term absence. • Teaching children providing an exemplary model as a classroom teacher.
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Teaching & Learning

- Carry out teaching duties in an exemplary way.
- Liaise with colleagues to deliver units of work in a collaborative way.
- Work with teaching assistants, SENDCO and key stage colleagues to provide appropriate learning opportunities for all learners.
- Co-ordinate and supervise the work of the teaching assistants and special needs assistants.
- Co-ordinate and lead provision for developments in subject curriculum areas.
- Set targets for children's attainment levels in conjunction with the Headteacher.
- Establish a rapport with the children to develop their social and academic potential and be a main source of reference for their problems.
- Demonstrate exemplary practice in areas of curriculum responsibility.

Assessing and reporting

- Provide oral and written feedback for children, parents, and colleagues, assessing, recording, and reporting on the development and attainment of children.
- Provide children and parents/ careers with feedback and targets.
- Maintain assessment records to monitor student progress making these available to colleagues and others as required/ appropriate.
- Communicate and consult with parents/ careers of children.
- Assist in whole school data analysis and target setting in liaison with the Headteacher and Senior Leadership Team.

Leadership and Management

- Support and deputise for the Headteacher.
- Understand issues relating to the operational aspects of the school, business including budget setting and monitoring, health and safety, and human resources.
- On a day-to-day basis line manage and lead staff, both teaching and non-teaching.
- Support and uphold the school's policies on behaviour, discipline, and bullying.
- Attend, plan, and lead assemblies or Collective acts of worship as appropriate.
- Lead staff development activities as part of the School Improvement Plan.
- Assist in the appointment and induction of new members of staff.
- Assist with the co-ordination of and support for supply staff.

Standards and quality assurance

- Support the aims and ethos of the school and contribute to a clear vision for an effective school by initiating and managing change and improvement to develop the school and the staff.
- Assist with the monitoring and evaluation of the curriculum.
- Co-ordinate arrangements for reporting to parents.
- Be a supportive presence at after school events.
- Participate in meetings with parents and colleagues which relate to the administration, organisation, and curriculum of the school.
- Participate in continuing professional development.
- Develop links with community members and external agencies, governors, PTA, LA and neighbouring schools.

Continuing Professional Development – Personal

- In conjunction with the Headteacher, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum.
- Participate in professional development identified in the school development plan.

	<p><u>Continuing Professional Development – Staff</u></p> <ul style="list-style-type: none"> • Take a leading role in the provision of high-quality professional development for all staff. • Assist with the process of performance management for teaching staff and non-teaching staff, including training programmes. • Support staff who are experiencing difficulties within the classroom. <p><u>Professional Relationships:</u></p> <p>The Postholder</p> <ul style="list-style-type: none"> • Is responsible to the Headteacher for his/her professional duties. • Is a member of the Senior Leadership Team and liaises closely with the other members of the team. • Interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them to lead, develop and enhance teaching practice throughout the school. • Appreciates and supports the role of other professionals. • Interacts on a professional level with subject leaders and support staff to facilitate school improvement. • Interacts on a professional level with the school community and stakeholders. • Liaises with parents and members of the wider school community. • Liaise with the Trust on issues related to school improvement. <p>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust’s child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.</p>
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<p>Additional duties and Information</p>	<ul style="list-style-type: none"> • Ensure the aims, priorities and policies of the Trust are adhered to. • Act as a positive representative of the Trust and its learners in all circumstances and at all times. • Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress. • Attending relevant meetings, as required. • Participating in training and other learning activities and performance development, as required. • This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.
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Signature (employee):	
Date:	
Signature (line manager):	
Date:	