

Deputy Headteacher Job Description



Westfield Junior School

"Developing a Confident, Caring Achiever"

Employment details

Job title	Deputy Headteacher
Reports to	<ul style="list-style-type: none">• Headteacher in all matters• The Governing Body in the Headteacher's absence
Salary:	L9 to L13

Main Duties and Responsibilities

General
Have a teaching commitment of a group of children and/or whole class equivalent up to 0.5 FTE, depending on the needs of the school.
Taking a leading role in the day-to-day management of the school.
Implementing, enforcing and exhibiting model adherence to all school policies and procedures.
Attending and contributing to all meetings of the staff and the SLT.
Planning and chairing meetings where necessary.
Cultivating and sustaining effective, positive relationships with all staff, pupils, parents, governors and stakeholders.

Strategic Direction and School Improvement

Contributing to the development of the school's vision, ethos, values and strategic direction.

Contributing to the formulation, monitoring and implementation of the School Development Plan.

Supporting staff members to understand and adhere to the school's strategic direction.

Keeping fully up-to-date with Education policy, including relevant legislation, statutory guidance and good practice recommendations within the sector.

Contributing to decisions on all aspects of policy in the school.

Providing advice and support to the Governing Body to aid it in conducting its strategic responsibilities.

Contributing to annual budget planning and monitoring.

Leadership and Management

Assisting and supporting the Headteacher in all functions of their role.

Deputising for the Headteacher in their absence.

Undertaking duties as delegated by the Headteacher.

Working with the Headteacher to ensure and uphold a clear system of task delegation and devolution of responsibilities for all staff.

Responsibility for the oversight of SEND and inclusion across the school, including the Specialist Resource Base and Pastoral Hub.

School Performance

Working with the Headteacher to set targets, aims and objectives on a termly basis.

Supporting staff to understand and meet the school's targets, aims and objectives.

Evaluating the school's performance in relation to its targets, aims and objectives, and working with the Headteacher to adjust the school's practice in line with findings.

Supporting the Headteacher in providing information and reports to the Governing Body in relation to school performance across key areas.

Staff Management

Line managing the SENDCo, Specialist Resource Base Lead Teacher, and Pastoral Manager, and any other staff as identified by the Headteacher, including evaluating performance and challenging underperformance.

Organising and chairing monthly Learning Support Staff meetings.

Participating in the recruitment process for new staff members.

Motivating staff in their roles and supporting them in aspects of their roles as necessary.

Working with the Headteacher to ensure staff have access to CPD opportunities and supporting staff to access those opportunities.

Contributing to audits of staff skills and training needs.

Working with the Governing Body and Headteacher to secure and provide effective training for staff members, e.g. through INSET days.

Teaching and Learning

To monitor standards of teaching and learning in the school to ensure the highest quality of education for all pupils.

Ensuring reliable processes are in place when assessing pupils' knowledge and understanding of the curriculum.

Ensuring that resources are managed and appropriately allocated across the school to support effective teaching and learning.

Contributing to creating a culture of high attainment and performance where high standards are held for all pupils from all backgrounds, abilities and needs.

Working with the Headteacher, SENDCo, and Specialist Resource Base Lead Teacher to ensure that the curriculum effectively supports all pupils with SEND to thrive academically.

Working with the Headteacher to monitor, evaluate and review classroom practice and promote improvement strategies.

Working with the Headteacher to implement systems for recording pupils' progress.

Contributing to the establishment and monitoring of systems to keep parents informed about the curriculum and their children's performance.

Training and Professional Development

Actively engaging in CPD to ensure professional skills are up-to-date.

Undergoing training as necessary to ensure that all aspects of the role can be effectively conducted.

Working to consistently meet the 'Headteachers' standards'.

Pupil Wellbeing and Safeguarding

Taking a lead role in managing pupil behaviour across the school.

As a DDSL, taking responsibility for promoting and safeguarding the welfare of pupils, and supporting the DSL in conducting their duties.

Contributing to a school culture which prioritises pupil wellbeing and mental and physical health.

Being an approachable and professional authority figure for pupils to come to with any issues they may have.

Contributing to the creation of an enriching and positive culture which impacts school life and ensure a positive and respectful attitude amongst pupils and staff within the school.

Additional Responsibilities Specific to the Role

- **Assessment Leader, including:**
 - organising the annual schedule of assessment tasks and ensuring assessment tasks are undertaken by the agreed times.
 - overseeing pupil progress and progress of groups of pupils and informing the Senior Leadership Team and Governing Body of this information.
 - registering pupils for statutory assessments and requesting any access requirements.

<ul style="list-style-type: none"> Monitoring and evaluating the impact of interventions delivered across the school, including school-led tutoring.
<ul style="list-style-type: none"> Overseeing the induction of new staff in accordance with school policy, including the probation of support staff.
<ul style="list-style-type: none"> Organising assembly rotas and adapting them in the event of staff absence or in response to local, national, or global issues.
<ul style="list-style-type: none"> Being the first point of contact for staff reporting unplanned absence and arranging cover where it is needed.
<ul style="list-style-type: none"> Organising break/lunch-time rotas, including cover for absent staff.
<ul style="list-style-type: none"> Organising the placements of teacher trainees and volunteers, including their induction.
<ul style="list-style-type: none"> Commitment to extra-curricular activities and supporting the wider life of the school.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, **a DBS enhanced check is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.