**Wylye Valley C of E Aided Primary School**

Head Teacher: Mr Robert Barnes



***To aspire to being outstanding in everything we do by always aiming higher.***

***Love Care Respect***

***“Let your light shine in all you say and do.” Matthew 5:16***

**DEPUTY HEADTEACHER’S JOB DESCRIPTION**

**LEADERSHIP SCALE L2 – L4**

**Purpose of Role**

Share in the leadership of the school by working in partnership with the Headteacher and middle leaders to provide an outstanding education for the children, whilst ensuring sustained school Improvement occurs in the quality of teaching and learning throughout the school, and the aspects of school life for which you are accountable.

**Key accountabilities**

* Share leadership of the school as a member of the senior leadership team.
* Take full responsibility for the school in the absence of the Headteacher between the hours of 8.15am – 4.00pm which includes lunchtime.
* Carry out the professional duties of a teacher as required with the expectation that teaching is outstanding.
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
* Ensure the quality of teaching, learning, assessment and pupil progress across the school.
* Lead Pupil Premium
* Carry out the duties of subject leadership for English throughout the school, tracking progress and raising standards.
* Line manager to Teaching Assistants and MDSAs
* Assessment co-ordinator
* Support the head teacher in developing and sustaining an engaging creative curriculum.
* Manage staff performance and improve the professional skills of colleagues.
* Teach to an exemplary standard.
* **Please Note**

Our policy for equality and diversity underpins all our work at WVS. All staff, children, parents and visitors are expected to uphold our teaching and beliefs in equality and have a respect for the diversity we find in our community and in the wider world.

**Main purpose of the job**

* Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for Deputy Headteachers and the school's own policy.
* Under the overall direction of the Headteacher play a Iead role:

1. in formulating the aims, objectives of the school and establishing the policies through which they are achieved

2. be responsible for the standards and curriculum of all pupils including  
monitoring of progress towards achievement.

3. proactively manage staff and resources

**Duties and responsibilities**

**Shaping the future - in partnership with the Headteacher**

* Contribute to the identification of key areas of strengths and weaknesses  
  in school and the self-evaluation of the school.
* Play a leading role in the school improvement and school self-evaluation  
  planning process.
* Devise, implement and monitor action plans and other policy developments.
* Keep the aspirations of the school at the fore when working with staff  
  and be vocal in promoting this vision.
* Lead by example to motivate and work with others.
* Lead by example when implementing and managing change initiatives.
* Promote a culture of inclusion within the school community where all  
  views are valued and taken into account.

**Leading teaching and learning in partnership with the Headteacher**

* Be an excellent role model, exemplifying a high standard of teaching and  
  promoting high expectations for all members of the school community.
* Lead English throughout the school, developing teaching and learning and raising standards.
* Share responsibility for the analysis of key school performance data to  
  ensure improvement in standards is promoted.
* With the Headteacher, Iead the processes involved in monitoring,  
  evaluating and challenging the quality of teaching and Iearning taking  
  place throughout the school, including lessons observations to ensure  
  consistency and quality.
* Ensure through leading by example the active involvement of pupils and  
  staff in their own learning.
* Work with trainees and ECTs to offer appropriate mentoring, induction and support.

**Developing self and others** **in partnership with the Headteacher**

* Support the development of collaborative approaches to learning within  
  the school and beyond.
* Participate as required in the selection and appointment of teaching staff, including overseeing the work of supply staff / trainees /volunteers in the school in the absence of the Headteacher.
* Be an excellent role model for staff and pupils in terms of being reflective  
  and demonstrating a desire to improve and Iearn.
* Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target  
  setting.
* Work with the Headteacher to 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.
* Develop the role of subject leaders through a system of monitoring and  
  developing skills.

**Managing the organisation** **in partnership with the Headteacher**

* Lead regular reviews of all systems to ensure statutory requirements are being met and improved on where appropriate.
* Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication.
* 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 Ieadership team.
* Ensure the day-to-day effective organisation and running of the school  
  including the deployment of staff as appropriate.
* To undertake any professional duties, reasonably delegated by the  
  Headteacher which will include activities outside of school normal  
  working hours.

**Improve the teaching and professional skills of colleagues in a manner  
that has a positive impact on pupil achievement and progress**

* Work alongside colleagues in the classroom
* Motivate and inspire
* Work with groups and individuals to offer individual and collective support working under the challenges of teaching today.
* Ensure quality of opportunity in all activities

**Securing accountability in partnership with the Headteacher**

* Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards.
* Support the Headteacher in reporting the school's performance to its  
  community and partners.
* Promote and protect the health and safety welfare of pupils and staff.
* Take responsibility for promoting and safeguarding the welfare of  
  children and young people within the school.

**Strengthening community in partnership with the Headteacher**

* Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school  
  offers.
* Promote the positive involvement of parents / carers in school life.
* Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
* Strengthen partnership and community working.
* Promote positive relationships and work with colleagues in other schools  
  and external agencies.

This post holder is accountable to the Headteacher and you will be required to fulfil any reasonable expectations. The duties outlined in this job  
description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and  
job title.