**The Piggott School**

**Job Description**

**Deputy Head**

Each Deputy Headteacher is a member of the Senior Leadership Team and reports to the Headteacher. In addition, Deputy Headteachers will:

1. Deputise for the Headteacher in his absence.
2. Carry out the duties of a school teacher as set out in the current STPCD.
3. Carry out the duties of a general class teacher as detailed in the school’s class teacher job description, including the provision of cover for absent teachers.

# Ethos

1. Proactively work to improve pupil learning and outcomes.
2. Encourage the achievement, enjoyment and satisfaction of students and staff in their daily work.
3. Lead assemblies and collective acts of worship.
4. Support and uphold the Christian vision, values and ethos of our school.
5. Ensure that they and the staff that they line manage understand and are fully committed to Safeguarding children and Safer Recruitment.

# Leadership and School Improvement

1. Take responsibility for specific targets in the school improvement plan.
2. Edit and maintain sections of the SEF related to their areas of responsibility and identify areas of cross over and inform other members of the SLT of their work and its impact on sections they do not edit.
3. Contribute significantly to the development, monitoring and evaluation of the SDP.
4. Meet regularly with the Headteacher and the Leadership Group on matters of policy and improvement planning.
5. Chair one or more staff groups and take the lead on policy development, school improvement and/or operational matters.
6. Advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports.
7. Keep abreast of national and local developments to inform decision making with the Headteacher and Deputy Headteachers and provide recommendations for decisions based on research and evaluation of different options and an analysis of costs and benefits.
8. Participate in, and lead, departmental and themed reviews and deep dives

# Learning

1. Share responsibility for the learning and personal development of all pupils.
2. Line manage Heads of Department and/or pastoral heads.
3. Monitor and evaluate aspects of the school’s work, including teaching and learning of specific subject departments.
4. Promote cross curricular work and the development and implementation of cross-curricular policies.

# Staff

1. Provide assistance for teaching and support staff colleagues, with the aim of providing a secure and friendly environment for their work and professional development.
2. Lead Performance Management/ Appraisal reviews, target setting and monitoring.
3. Promote and contribute to the professional development of staff
4. Manage and assist in the recruitment of staff.

# Community

1. Organise and attend out of hours school events and activities.
2. Maintain and develop effective communications and links with parents and to provide positive responses to concerns and problems regarding their children’s education and development.
3. Represent the school at external meetings and other events.
4. Contribute to the school’s programme of income generation.
5. Liaise with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
6. Liaise with other professional bodies, agencies and services
7. Carry out a share of supervisory duties in accordance with published rosters and ad hoc needs.

In addition to these responsibilities, each Deputy Headteacher has specific responsibilities which may change periodically to reflect their own professional development needs and priorities in the school improvement plan.

This generic job description is not necessarily a comprehensive definition of the post. It can be reviewed each year and will be subject to modification or amendment at any time after consultation with the holder of the post.