



## **Job Description: Deputy Head Teacher**

### **Grade/ Scale: L13 – L17**

#### **Duties and Conditions:**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. This job description may be modified by the Headteacher, with the post holder's agreement, to reflect or anticipate changes in the job.

**Responsible to:** the Headteacher

**Responsible for:** All teaching and support staff within the school under the brief provided by the Headteacher

- To teach and undertake the professional responsibilities of the Deputy Headteacher in accordance with the Teacher's Pay and Conditions document as directed by the Headteacher.
- In the absence of the Headteacher, to take the same responsibility as the headteacher for the running of the school.
- To work with and support the Headteacher in the internal organisation and management of the school, ensuring high level leadership and communication.
- To support the supervision of teaching and support staff in relation to conditions of service.
- To inspire high quality teaching and learning with the ability for modelling excellent primary practice.
- To contribute to the school's strategic development as a key member of the school's leadership team.
- To meet all aspects of the Teachers Standards as required. To be able to cover or support teaching as required

#### **1. Shaping the Future**

- To support the Headteacher and governors in establishing and achieving our vision for the future of the school; demonstrating inspirational leadership and creativity.
- To support and promote the aims and ethos of the school.
- To play a leading role in the school improvement process and the effective management of change.
- To be able to identify strengths and weaknesses in systems and staff, and support and intervene as appropriate.
- To assist the Headteacher and governors with the production, implementation and review of the School Development Plan, leading identified areas where identified.
- To contribute to the ongoing process of school self-evaluation.
- To play a significant role in formulating the aims and objectives of the school and establishing the policies through which they will be achieved.
- To support the Headteacher in maintaining and developing the good name of the school at all times, both internally and externally.
- To support the Headteacher and Lead Staff in the development of a broad, rich and appropriate curriculum
- Act as a Critical Friend to the Headteacher, demonstrating high standards of personal integrity, loyalty, discretion and professionalism, supporting decisions of the Headteacher and Governing Body

#### **2. Leadership and Management:**

- To undertake the professional duties of the Headteacher in the event of her absence from school.
- To work actively and effectively with governors, parents, carers, teaching staff, support staff and administration staff.

- To promote and model the implementation of and to uphold whole school policies, including behaviour and anti-bullying.
- To play a leading reviewing and mentoring role in the school's performance management cycle.
- To monitor and evaluate classroom practice.
- To assist with the induction of new staff into the school.
- To assist the governors and the Headteacher in the process of appointing new staff as appropriate.
- To initiate and implement change enthusiastically, motivating others as appropriate.
- To plan, prioritise and organise effectively.
- To communicate effectively orally and in writing, to a range of audiences.
- To develop and exhibit a good understanding of whole school issues including curriculum, personnel, financial and premises matters.
- To co-ordinate the curriculum in the school, ensuring it fulfils statutory requirements, but is also broad, balanced, exciting and creative, working alongside subject leaders to ensure it is dynamic, relevant and truly cross-curricular.
- To support the Headteacher in the everyday running of the school, including leading Assemblies and meetings.
- To be aware of and comply with the school's policies and procedures relating to child protection and safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- To lead staff meetings, staff development sessions and team meetings as appropriate and be responsible for ensuring these are planned effectively and relevant actions agreed and followed up.
- To set a good example in terms of dress, punctuality, attendance and professional attitude.

### **3. Leading Learning & Teaching**

- Manage the quality of learning and teaching across the school, working closely with senior and middle leaders, validating their findings around teaching and learning, standards and behaviour, sharing findings with the Headteacher and Governors
- Take a leading role in monitoring, reviewing and evaluating practice to ensure that provision, expectations and standards are high across school. This will be through analysis of lessons, planning, books, assessments, pupil progress meetings and talking to all stakeholders.
- To keep up to date with current curriculum developments.
- To engage in relevant professional development activities as necessary.
- To assist the Headteacher in monitoring the quality of teaching and learning within the school, taking appropriate action where necessary.
- To share the responsibility for the tracking and target setting process for all pupils, including the analysis of assessment data.
- To keep up to date with new initiatives, attending Inset courses, where appropriate, and disseminating information to staff.

### **4. Pupils**

- To encourage a consistent, positive approach to the pastoral welfare of all pupils.
- To promote the good behaviour of all pupils working with colleagues, parents and the community.
- To set the highest possible standards of classroom practice and management as an exemplar to other colleagues.
- To liaise and conduct meetings with parents of pupils whose behaviour is causing concern.
- To promote and safeguard the safety and welfare of the children.
- To support and signpost additional professional help for families experiencing issues which impact on their children.
- To ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and for pupils' spiritual, moral, cultural, social, intellectual, and physical development.

## **5. Staffing**

- To contribute to the continued development of the Leadership Team
- To support the Headteacher in ensuring proper standards of professional performance and conduct are established and maintained throughout school.
- To assist the Headteacher in developing a culture of professional teamwork across the school
- To take a team leader role in Performance Management and to facilitate continued professional development, providing effective feedback which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on learning.
- To foster good working relationships with staff, ensure effective communication and help promote welfare, morale and motivation of all staff within the context of equal opportunity.
- To offer leadership, guidance and support to staff in relation to teaching and learning and positive behaviour management.
- To actively promote the inclusive ethos of the school, provide a professional role model for all staff and support the Headteacher in creating and maintaining a school climate that is supportive of staff, pupils and parents.

## **6. Resources & Budget**

- To be involved in all aspects of the school's development and improvement and assist the Headteacher and Governors in setting the budget in line with the School Development Plan
- In liaison with the Headteacher to be responsible for budgets pertaining to identified aspects
- To advise the Headteacher about resources needs as appropriate.
- To support all Health and Safety aspects of the school and inform immediately of any concerns

## **7. Community**

- To support community cohesion and outreach work to support a culturally diverse school and community
- To attend Governing Body meetings in an associate role, and committee meetings as requested
- To support the induction of new pupils and parents into the school
- To contribute to the development of the Teaching School Alliance, working closely with other local schools to improve teaching and learning, and personal development skills, including leading programmes and modelling teaching.

## **8. Other**

- To undertake other duties and responsibilities of an equivalent nature as may be determined by the Headteacher