

## Job Description: Deputy Head Teacher

### Grade L5-9

**Responsible to:** Headteacher.

#### Job Purpose

To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all pupils and improved standards of learning and achievement.

#### Professional Duties

In line with the current pay and conditions agreement, it is the responsibility of the post holder to carry out the following professional duties:

Fulfil the general responsibilities of Deputy Headteacher. This will include:

Assuming responsibility for the discharge of the Headteacher's functions and duties at any time when he is absent from the school.

Working with the Headteacher to provide vision, leadership and a clear direction for the school.

Supporting the Headteacher in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school.

Supporting the Headteacher in the day to day management and organisation of the school.

Supporting the Headteacher in ensuring that financial management and administrative procedures in school support its vision and aims.

Supporting the Headteacher in the management and organisation of the school accommodation to ensure that it meets the needs of the curriculum and health and safety regulations.

Supporting the Headteacher in the production, implementation, monitoring and review of policies adopted by the School Governing Body and North East Learning Trust.

Supporting the Headteacher in the production, implementation, monitoring and evaluation of a school improvement plan which identifies priorities and targets for ensuring that pupils make progress and achieve high standards, and increasing teachers' effectiveness.

Sharing in an overview of the curriculum across the primary range to support and complement the skills and expertise of the Headteacher.

Working with the Headteacher and governors to recruit staff of the highest quality.

Supporting the Headteacher in the deployment, supervision and welfare of all staff.

Supporting the Headteacher with the discipline and pastoral care of all pupils.

Fulfil the specific responsibilities of Deputy Headteacher. This will include:



**Class based teacher**

Demonstrating a working understanding and knowledge of the Early Learning Goals, National Curriculum, National Strategies and RE, as applied in the primary school, planning and preparing lessons, teaching pupils assigned to you, setting and marking work, assessing, recording and reporting on the development, progress and attainment of pupils, communicating and consulting with colleagues, parents and relevant outside agencies.

**Leadership team**

Being a member of the leadership team, attending leadership meetings with the Headteacher and other senior colleagues, continuing to develop leadership experience through INSET, supporting the school self-evaluation and improvement programme.

**Ethos of the school**

Establishing a high standard of expectation, praising and sharing the good work of colleagues and children, reinforcing the positive approach to discipline, supporting colleagues in the hierarchical approach to dealing with behaviour.

**Communication**

Ensuring open lines of communication, liaising with the Headteacher and relaying information to colleagues, attending a daily briefing session with the Headteacher, contributing to the weekly staff bulletin and newsletter to parents/carers.

**Standards**

Supporting the Headteacher in monitoring the quality of teaching and learning across the school, analysing data, identifying appropriate attainment and achievement targets, monitoring pupil standards and achievement against annual targets, monitoring planning, curriculum coverage and learning outcomes, leading evaluation strategies to contribute to overall school self-evaluation, planning and implementing strategies where improvement needs are identified, ensuring that relevant attainment and achievement targets are met.

**Teaching and Learning**

Maintaining personal expertise and sharing this with other teachers, acting as a role model of outstanding practice for other teachers, modelling effective strategies with them, monitoring and evaluating standards of teaching, identifying areas for improvement, planning and implementing strategies to improve teaching where needs are identified.

**SEND**

To have due regard to the requirements of the National Curriculum and the National Standards for Teachers and SENDCO. Manage and evaluate the outcomes of intervention programmes and support for children with Special Educational Needs. To lead in the promotion of a professional, caring and supportive atmosphere within the school. To take responsibility for leadership of Inclusion: SEN, G&T, Social and Emotional Aspects of Learning.

**Assessment**

Leading 'Assessment for Learning' and tracking pupil progress.

**Performance management**

Fulfilling the role of Team Leader in the Performance Management process and supporting the professional development of the phase team leaders.

**Continuing Professional Development**

To lead and oversee continuing professional development across the school in line with school improvement priorities.

**Community**

Ensuring that the school works closely in partnership with both the immediate and wider community by developing good home/school relationships and links with local commerce and business.

**Liaison**

Promoting effective liaison with local cluster primary schools and secondary comprehensive, leading the school's involvement in project initiatives.

Contribute towards the wider ethos and appeal of the school.

This job description may be reviewed at the end of the academic year (or earlier if necessary) and can be amended after consultation with the post holder.

September 2017