
JOB DESCRIPTION

Job Title: **Deputy Headteacher**

Salary: **Leadership Scale L 8-12**
(In accordance with the current School Teachers Pay and Conditions Document)

Line Manager: **Headteacher**

Main purpose of the job

- Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.
- Deputise for the Headteacher in her absence
- Acting as a “sounding board” and “critical friend” to the Headteacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher and Governing Body.
- Work with the Headteacher and other senior leaders to complete a school SEF and SDP, regularly monitoring, evaluating and reviewing the content.
- Providing an example of excellence as a leading classroom practitioner and inspiring and motivating other staff.
- Working with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupil’s achievement, and use benchmarks and set targets for improvement.
- Supporting the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
- To work within the statutory framework which sets out the professional duties and responsibilities of a Deputy Headteacher and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teachers Standards.
- Be responsible for the learning and achievement of all pupils in the classes/es ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Supervisory responsibility

To line manage staff as delegated by the Headteacher.

To appraise staff as delegated by the Headteacher

Main duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions. Teachers should also have due regard to Teachers Standards. In addition Teachers appointed to Deputy Headteacher posts must undertake the responsibilities as outlined in current School Teachers Pay and Conditions Document. Performance will be assessed against the teacher standards and objectives set as part of the performance management process as relevant to their role in the school

Strategic Direction:

- To lead and manage assessment and data analysis across the school to ensure accurate tracking and monitoring of progress.
- To ensure provision for groups (i.e. SEN, Pupil Premium, and Higher Ability etc.) is in place to accelerate progress for these children.
- Lead and manage assessment and data analysis across the school to ensure accurate tracking and monitoring of progress by:-
- Ensuring effective use of Pupil Asset by all teaching staff – providing training and support for staff in its use.
- Supporting staff with moderation of core subjects to ensure accurate assessments are made at each point in the assessment cycle.
- Leading Pupil Progress Meetings with the Headteacher to ensure that all staff are held accountable for the progress and learning outcomes of their children.
- Analysing data to look for patterns in progress and attainment, identifying areas where additional support or resources may be needed.
- Providing regular and accurate updates to the governing body on the progress and attainment of each year group across the school.
- Be the named person for child protection in school by:-
 - Ensuring child protection training for all staff is undertaken regularly.
 - Having systems and procedures in place to effectively track and monitor child protection concerns across the school.
- Liaising with outside agencies as and when necessary.
- Ensuring the office staff are following safeguarding practices.
- Overseeing the INSET timetable to ensure staff are receiving relevant and necessary training.
- Working with the HT to review the effectiveness of assertive mentoring meetings; advising on improvements to the process and the forms in light of curriculum developments.
- Be a member of the Senior Leadership team (which includes some governors) and make a significant contribution to the strategic development and direction of the school by:-
 - Taking a lead role in monitoring teaching and learning and in school self-evaluation.
 - Leading and supporting staff in achieving consistently high quality teaching and learning.
- Playing a lead role in raising pupils' standards of achievement and attainment
- Displaying a high standard of professional behaviour and integrity at all times;
- Acting as a team leader in the performance-management system.
- To improve the quality of teaching and learning in order to raise attainment and accelerate progress across the school.
- To improve pupil progress and attainment in core curriculum subjects (Literacy, Numeracy & Science).

- To lead and manage teaching assistants to ensure they are having the highest possible impact on learning outcomes for children.
- Alongside other senior leaders, lead key stage or whole school assemblies.
- Liaising with outside agencies as and when necessary.
- Ensuring the office staff are following safeguarding practices.
- Overseeing the INSET timetable to ensure staff are receiving relevant and necessary training.
- Working with the HT to review the effectiveness of assertive mentoring meetings; advising on improvements to the process and the forms in light of curriculum developments.

Teaching and Learning

- Provide guidance on a choice of appropriate teaching and learning methods and coaching relating to the delivery of these methods.
- Develop and implement systems for recording individual pupils' progress, and collect and interpret specialist assessment data.
- Ensure schemes of work are differentiated appropriately and evaluate the impact on teaching and learning.
- Evaluate the quality of teaching and standards of achievement /attainment for pupils with SEN and set targets for quality controlled improvement.
- Monitoring interventions set up at pupil progress meetings, to ensure they are accelerating the progress of identified children.
- Working with core subject leaders to ensure a clear assessment cycle is in place.
- Ensure provision for groups (i.e. SEN, Pupil Premium, Higher Ability etc.) is in place to accelerate progress for these children by:-
 - Working closely with the SENCo to ensure the correct children are identified on the SEN register and that adequate provision is in place for these children.
- Monitoring, using Pupil Asset, the progress and attainment of specific groups of children – i.e. higher ability, Pupil Premium etc.

Leading and Managing Staff

Conduct classroom observations when appropriate in order to provide appropriate advice to staff on how to meet the needs of all children.

Leadership and Management

- Be available to speak to parents at the beginning or end of the day.
- Support and implement the vision and ethos of the school
- Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
- As appropriate contribute to the writing of self-evaluation and policy documents
- Promote cross curricular approaches to teaching and learning
- Be a proactive and effective member of the senior leadership team
- Be an effective role model for the school in terms of teaching, behavior and classroom management

Manage resources

- Identify resources needed to meet the needs of pupils and advise the Headteacher & Governing Body of priorities for expenditure.
- Monitor and control the use of these resources.

Staff development

- Act as a reviewer with the arrangements for the appraisal of all identified staff
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- Assist in the smooth running of the school at all times, including being responsible for the school in the absence of the Headteacher.
- Perform any reasonable duties as requested by the Headteacher