



Meadow Farm Community Primary School

JOB DESCRIPTION

DEPUTY HEAD TEACHER

POST HELD: Deputy Head Teacher
Continuing Professional Development
Curriculum and Assessment Manager
Leading Teaching and Learning

SALARY SCALE: Leadership Spine L6 - L10
£46,457.00 - £51,311.00

PROFESSIONAL DUTIES

The Deputy Headteacher is required to carry out the duties of a school teacher in accordance with the requirements of the School Teacher's Pay and Conditions document, having due regard to the requirements of the National Curriculum, the Aims, Plans and Schemes of Work, and any Whole School Agreed Policies. To share in the corporate responsibilities for the well-being and discipline of all children, and to have a commitment to taking part in the full life of the school, meeting all teacher standards.

All class teachers are responsible for the organisation and management of their class. There is no subject specialism at Glenbrook Primary School and therefore all teachers are expected to teach all areas of the curriculum. The discipline exercised should be based upon the behaviour management and anti-bullying policies of the school.

Content and presentation should be given a high priority. Display plays a major role in presenting a stimulating environment in which to work and staff are expected to continue to develop high standards in this sphere.

All employees are expected to:

- Be accountable for their actions.
- Create a friendly, happy atmosphere where courtesy, self-control and regard for others prevails.
- Develop an atmosphere in which children are motivated to learn, ensuring that the school wide emphasis on Social Emotional Aspects of Learning is maintained.
- Challenge and support all pupils to do their best.
- Have a thorough and up to date knowledge of their curriculum subject and take account of wider curriculum developments.
- Plan lessons and sequences of lessons to meet children's individual needs, including AEN.
- Use a range of appropriate teaching and classroom management strategies.

- Keep comprehensive, current records of children's work.
- Use assessment data to monitor, set targets and give pupils clear and constructive feedback.
- Take responsibility for their professional development and use the outcomes to improve their teaching.
- Make an active and positive contribution to the aims, policies and aspirations of the school.
- Contribute to and support the main improvement priorities for the school year identified and planned for within the school improvement plan.

The main areas of responsibility will be in:

Leadership and Management

- To develop good professional relationships with parents, governors and members of the community.
- To act as an appraisal Team Leader for designated staff.
- To take a lead in identifying and setting challenging but realistic targets for children's achievement in conjunction with the senior leadership team.
- To organise and lead staff meetings and assemblies.
- To convene and when appropriate chair School Leadership Team meetings in the absence of the Headteacher.
- To take an active role in communication in and out of the school, including memos for staff, timetables and rotas throughout the year and Teacher Day and staff meeting programmes.
- To manage curriculum developments and assessment throughout the school.
- To lead a core subject to be agreed.
- To produce and lead the review of the Teaching and Learning policy.
- To support the Headteacher in implementing LA and school initiatives.
- To fulfil the school's Health and Safety responsibilities.
- To undertake lunchtime duties, as timetabled alongside other senior team members.
- To undertake the full range of professional duties of the Head Teacher in the event of her absence from school.
- To act as a nominated key holder for the school.

Leading teaching and learning

- To play a leading role in the promotion of high standards of achievement and equal opportunities promoting and developing Meadow Farm Primary School policies and practices
- To demonstrate excellent practice as a teacher and maintain a good knowledge of current thinking in primary education.
- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher, including deputising for other members of the senior leadership team in their absence.
- To monitor the quality of teaching across school within agreed responsibilities, ensuring the highest standards are achieved, and supporting staff to develop and maintain outstanding practice

- To monitor the quality of learning, ensuring pupil work is of a consistently high standard and feedback supports children in making progress and feeds into planning and target setting
- To work alongside colleagues in order to support initiatives for raising achievement and the quality of teaching and learning
- To lead and develop assessment practices, taking into account current initiatives alongside the Headteacher and senior leadership team.
- To ensure assessments are taking place regularly and systematically according to school policy and that staff are given opportunities for moderating work in order to make accurate judgements in the ongoing assessment of children
- To ensure the progress of pupils is rigorously monitored through analysing data and running pupil progress meetings to ensure accelerated progress, and implementing support plans when achievement is not strong
- To lead and develop practices which narrow the gap between groups of pupils

Pastoral care and safeguarding

- To have a high profile and actively engage with pupils and parents/carers to support children's achievement and wellbeing
- To work closely with the SENDCo and other staff to ensure that all pupils who have additional needs are identified early and have adequate provision to meet their individual targets and make good progress
- To co-operate and work with relevant agencies to protect children

Behaviour management

- To work with the Head Teacher and senior team to ensure that all staff know, understand and implement the school's behaviour and anti-bullying policy
- To ensure that there is a consistent approach to discipline throughout the school so that all staff are
 - implementing the behaviour policy
 - establishing and maintaining good order
 - promoting the sensitive treatment of individuals
- To meet parents of pupils who have consistently poor behaviour in line with the school's behaviour policy
- To create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment

Parents, the community and extended schools

- To set up and lead PTA group
- To play a full part in the life of the school community
- To work in partnership with other leaders to ensure the school maintains good relationships with parents and carers
- To encourage parents to participate in the life of the school in a variety of ways
- To co-ordinate and assist school events
- To organise and lead assemblies

Health and Safety

- To work in partnership with other leaders and the Site Manager, ensuring that all staff know, understand and implement the school's health and safety policy

Working with the Governing Body

- To attend meetings of the Governing Body, as required

Additional responsibilities and general requirements

- Work in co-operation with colleagues and establish and maintain good relationships with staff and children
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Participate in the school's appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale
- Attend and participate in relevant training (including Training and Development days), sharing knowledge and ideas gained with colleagues

The role of the Deputy Head Teacher will be reviewed annually and possibly amended according to the changing needs of the school. These changes will be made in consultation with the Headteacher.

The post holder is a key member of the leadership team and will be required to lead and attend regular meetings to discuss the overall direction of the school, and be a member of any future PTA committee, attending meetings and events. The working time provisions in the Conditions of Employment of Teachers do not apply to Deputy Head Teachers.

TO WHOM RESPONSIBLE: The Head Teacher

This job description may be amended at any time after discussion with you.

Issued by:

Received by:

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Head Teacher

Postholder