

Job Description - Deputy Headteacher

The appointment is subject to the current conditions of employment for deputy head teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 2002, the required standards for Qualified Teacher Status and other current legislation. This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Strategic Direction and Development of the School - In Co-Operation with, And Under the Direction of, the Head Teacher to:

- Support the vision, ethos and policies of the school and promote high levels of achievement;
- Support the creation and implementation of the school improvement plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it;
- Support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work;
- Support the evaluation of the effectiveness of the school's policies and developments; ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.

Teaching and Learning - To:

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;
- Take responsibility for the development and monitoring of a curriculum area(s) or whole school curriculum aspect(s), as agreed from time to time;
- Support the head teacher in the monitoring of the quality of teaching and children's achievements including the analysis of performance data;
- Support the head teacher in developing links with parents, other schools/colleges, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.

Leading and Managing Staff - To:

- Support the head teacher in developing positive working relationships with and between all staff and provide and sustain motivation;
- Support the head teacher in fostering and maintaining a culture in which pupils, staff and parents feel confident in raising concerns relating to the welfare or safety of children and that those concerns will be heard and dealt with consistently;
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes;

- Support the head teacher in the implementation of the school's performance management policy.

Effective Deployment of Staff and Resources - To:

- Support the head teacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- Manage the school effectively in the absence of the head teacher;
- Support the head teacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met;
- Work with the head teacher and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

Whole School - To:

- Act as "critical friend" and provide effective professional challenge and support to the head teacher;
- Provide information and advice to the head teacher and governing body and support proper accountability processes throughout the school.
- Take on specific tasks related to the day to day administration and organisation of the school.
- Take on any additional responsibilities which might from time to time be determined
- Lead, motivate, support, challenge and develop staff in order to secure school improvement
- To work with families, other professionals to improve the attendance of identified families and the school as a whole

Safer Recruitment

The school is committed to safeguarding and promoting the welfare of children and young people, thus expects all staff and volunteer to share this commitment. An enhanced DBS check is required for this post.