

## **Deputy Head Teacher**

### **Job Description**

#### **1. Professional Duties**

As a teacher employed by The Governors of Clarborough Primary School you shall carry out the professional duties of a teacher as circumstances may reasonably require as provided for under the School Teachers Pay and Conditions Document. A copy is available in school for your inspection.

#### **Directed Time**

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them. Your Head Teacher is responsible for maintaining a time budget on which you have been/will be consulted. You will be granted access to this at any reasonable time by arrangement with your Head Teacher.

#### **2. Duties and Responsibilities**

##### **Planning, teaching and class management to:**

1. Teach allocated pupils by planning their teaching to achieve progression of learning through:
  - Identifying clear teaching objectives and specifying how they will be taught and assessed
  - Setting tasks that challenge pupils and ensure high levels of interest
  - Setting appropriate and demanding expectations
  - Setting clear targets, building on prior attainment
  - Identifying pupils with SEND or very able pupils
2. Provide clear structures for lessons maintaining pace, motivation and challenge
3. Make effective use of assessment and ensure coverage of programmes of study
4. Ensure effective teaching and best use of available time
5. Monitor and intervene to ensure sound learning and discipline and safeguarding the Health and Safety of pupils
6. Use a variety of teaching methods to:
  - Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - Use effective questioning, listen carefully to pupils, and give attention to errors and misconceptions

- Select appropriate learning resources and develop study skills through library, ICT and other sources
  - Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
7. Evaluate own teaching critically to improve effectiveness
  8. Promote the general progress and well-being of individual pupils through giving guidance and advice to them on educational and social matters
  9. Supervise persons providing support in the classroom

### **Monitoring, Assessment, Recording and Reporting**

1. Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
2. Mark and monitor pupils' work and set targets for progress
3. Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
4. Prepare and present informative reports to parents
5. Register the attendance of pupils

### **Other Professional Requirements**

1. To have a working knowledge of teachers' professional duties and legal liabilities
2. To operate at all times within the stated policies and practices of the school
3. Establish effective working relationships and set a good example through their presentation and personal and professional conduct
4. Endeavour to give every child the opportunity to reach their potential and meet high expectations
5. Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
6. Take responsibility for their own professional development and duties in relation to school policies and practices
7. Liaise effectively with parents, governors and other adults in school
8. To liaise with other schools on pupil transfer

## **Additional Responsibilities**

### **1. Deputise for the Headteacher**

### **2. 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 (SIP) within the national and local context, and to take responsibility for appropriately delegated aspects of it
- Support all staff in achieving the priorities and targets within the SIP
- Support the evaluation of the effectiveness of the school's policies and development
- Ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement

### **3. Teaching and Learning**

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and Nottinghamshire Entitlement 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 whole school curriculum aspect(s), as agreed. Supporting subject leaders in the development and implementation of curricular initiatives. Be a key lead in developing the school approach to changes in assessment.
- 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, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.

### **4. Leading and Managing Staff**

- Support the Head Teacher in developing positive working relationships with and between all staff and provide and sustain motivation
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes
- Support the Head Teacher in the implementation of the school's appraisal policy
- Provide support and guidance to supply teachers, teaching assistants, work experience students and pupils new to the school

## **5. Effective deployment of resources**

- 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

## **6. General**

- 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 Governors and to support proper accountability processes throughout the school

## **7. School Specific Responsibilities**

- Establish effective approaches to learning and teaching throughout the school
- Take a lead role in driving School Improvement Policies that focus on teaching, learning and assessment
- Provide coaching and mentoring to individual teachers as appropriate
- Oversee developments relating to curriculum enhancement
- Lead on aspects of professional development relating to learning and teaching
- Lead subject leaders, overseeing and monitoring curriculum provision to ensure a lively, motivating curriculum which adheres to statutory guidance and assessment
- Innovative in leading staff in a core subject area across the school

In addition to the duties laid out in this document, you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

Issued by:

Received by:

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Head Teacher

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Post holder

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Date

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Date