



## **Job Description - Deputy Head Teacher**

<b>Post title:</b>	Deputy Headteacher
<b>Salary scale:</b>	L8-12 (in the first instance)
<b>Contract Type:</b>	Full time
<b>Contract term:</b>	Permanent
<b>Reporting to:</b>	Headteacher

### **Purpose of Role**

To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and best possible outcomes for children.

#### Key Responsibilities:

- Undertake the professional duties of the Deputy Head Teacher reasonably delegated to you by the Head Teacher
- Undertake the professional duties of the Head Teacher in the event of his / her absence
- Provide professional leadership and management of learning and teaching throughout the school

### **Generic**

- To carry out the duties of a school teacher as set out in the Pay and Conditions Document 2013 and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers
- To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children
- To uphold the school's principles and policies which underpin good practice and the raising of standards, and uphold and promote the school's aims and values
- To actively undertake professional development through keeping abreast of the latest developments and thinking

### **Strategic Direction and Development of the school**

- To demonstrate high standards of personal integrity, loyalty, discretion and professionalism
- Promote high expectations of pupil standards
- Support the Headteacher in ensuring the vision for the school is clearly articulated, understood and acted upon by all; demonstrating the vision and values of the school in everyday work and practice; motivating and working with others to create a shared culture and positive climate
- Develop and implement school policies and practices which reflect the school's commitment to high achievement in all areas and are consistent with national and local strategies
- To publicly support all decisions of the Headteacher and Governing Body.

### **Learning and Teaching**

- To work with the Senior Leadership Team and Headteacher to sustain high expectations and excellent practice in teaching and learning throughout the school
- To monitor and evaluate the quality of teaching and standards of pupil's attainment and progress and set targets for improvement
- To take part in the recruitment and selection of teaching and support staff

### **Leading and Managing Staff**

- To work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement, including his / her own professional development
- To lead in the Performance Management of all staff

### **Developing Self and Working with Others**

- Work with the Headteacher to build a professional learning community which enables others to achieve
- Support staff, within your team and within the whole school, in achieving high standards through effective continuing professional development
- Be committed to your own professional development
- Implement successful performance management processes with allocated team of staff
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own professional development

### **Efficient and effective deployment of staff and resources**

- In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context i.e. cover supervision timetables, deployment of HLTA's and supply staff and Teaching Assistant's timetables and deployment

### **Accountability**

- Support the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders
- Work with the Governing Body to enable it to meet its responsibilities

### **Specific Duties**

- Take a major role in the day-to-day running of the school
- Take the lead in ensuring a clear, positive, whole school behaviour management approach
- Contribute to a positive ethos for learning
- Take the lead in ensuring the curriculum is engaging, relevant, balanced and creative
- Promote the values and achievements of the school to the community
- Advise on the school's resource needs and co-ordinate these resources
- Assist with the appointment and induction of new staff and arrange monitoring and support for NQTs and students as necessary
- Support the Headteacher and Governors in annual budget planning and monitoring
- Assist in the preparation, implementation and monitoring of the School Development Plan
- Undertake such reasonable activities as the Head Teacher and Governors may, from time to time require