



& Childrens Centre

JOB DESCRIPTION – DEPUTY HEADTEACHER

This job description should be read alongside the range of duties and responsibilities of Deputy Headteachers as set out in the annual Teachers' Pay and Conditions Document. Candidates will be expected to have considered these in relation to the above post.

Purpose of the Post

- To lead by example of good practice, creating and maintaining an environment which promotes and secures high achievement, high standards of behaviour and good or better teaching and learning
- To raise pupils' attainment and progress
- To raise standards of teaching and learning in the classrooms across the whole school to be consistently good or better
- To lead and manage class teachers and subject leaders
- To manage assessment and data collection and analysis throughout the school
- To ensure that there is a high quality curriculum in place which responds to pupils' need
- To promote and support inclusive practice

Leadership and Management

- To work in partnership with the Headteacher to develop the vision and ethos of the school, working closely and liaising with other members of the leadership team
- To lead the development of teaching and learning, supporting subject leaders and class teachers in their work throughout the school
- To ensure strong systems are in place for the smooth day-to-day running of teaching and learning, including timetables, assembly rotas, supply cover, etc.
- To work with the Headteacher to ensure that governors are kept fully informed and to assist and advise them in the discharge of their duties through professional advice and support

- To work with the Headteacher in school self-evaluation and improvement planning, including the appropriate deployment of resources
- To work co-operatively with the staff of the local authority and other external partners as necessary
- To have due regard to your own professional and personal development in line with school priorities
- To support the Headteacher in maintaining and developing high morale and confidence amongst all staff
- To deputise for the Headteacher as required
- To be an exemplar of the highest professional standards
- To undertake other reasonable duties at the request of the Headteacher.

Teaching and Learning

- To be an excellent, effective and efficient teacher to whom others can look to as an example of good or better practice
- To ensure the school curriculum promotes excellence and enjoyment, fits the needs of the pupils and meets the requirements of the National Curriculum
- To lead CPD across the school, ensuring staff are equipped with the necessary skills to fulfil their duties.
- To have a part-time teaching commitment which will vary in length but will be designed to raise standards, coach other teachers and give support and advice
- To support colleagues in ensuring all staff new to the school are appropriately inducted
- To offer the highest level of professional teaching support for colleagues so that the highest educational outcomes are achieved for all children

Assessment

- To ensure rigorous and reliable systems are in place for data collection, storage, analysis and use in order to inform teaching and learning and raise standards

Behaviour

- To work with the Headteacher and School Leaders to develop an orderly learning environment which will enable all members of the school community to achieve the highest levels

- To work with parents/carers and other professionals as necessary in order to promote excellent behaviour for learning across the school

Professional

- To keep-up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings and to participate in national or local arrangements for appraisal of staff performance

Corporate life

- To take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions; taking part in fundraising events; being part of the team organising concerts

Cover

- To occasionally supervise, and so far as practicable to teach, any pupils whose teacher is absent.

Equality policies

- To help ensure that subject-matter and learning resources reflect borough and school policies on race and gender equality.

Safeguarding

- To take responsibility for safeguarding and promoting the welfare of children.