



Job description – Deputy Head Teacher and Inclusion Manager

Responsible to: Head Teacher

Hours 32.40 hours per week

Status of the Post

This is a management post within the school's structure which carries with it membership of the schools Senior Leadership Team.

Main Purpose of the Post

In addition to those professional responsibilities which are common to all classroom teachers in the school, the postholder's key accountability will be for raising the standards of teaching, learning and attainment for all pupils at NPPS in each of the five areas identified in Every Child Matters.

- Be Healthy
- Stay Safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

The postholder will be accountable for additional whole school responsibilities as detailed in the School Staffing Composition which can be found in the Staff Handbook.

Professional Responsibilities

The postholder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

1. Making an impact on the educational progress of pupils beyond those directly assigned

- Ensuring that appropriate attainment targets exist for individual pupils across the whole school
- Ensuring that pupils experience an educational programme that is personalised to the particular needs identified through a robust assessment system
- Monitoring progress and taking appropriate action
- Monitoring discipline and taking appropriate action
- Contributing to relevant sections of the SEF
- Contributing to relevant sections of the SDIP
- Liaising with external support agencies
- Liaising with other curriculum leaders to ensure curriculum continuity and progression
- To have due regard for safeguarding and promoting the welfare of children, and to follow the child protection procedures adopted by the schools.

2. Leading, developing and enhancing the teaching practice of others

- Monitoring the quality of teaching and learning and sharing judgements with teachers and support staff as appropriate
- Monitoring the quality of planning & assessment and sharing judgements with teachers and support staff as appropriate
- Identifying key professional development needs
- Ensuring that these are addressed through the provision of high quality coaching and mentoring

3. Deputy Head Teacher Duties:

- Report and deputise effectively for the Head Teacher when required to do so
- Deputise in the absence of the Head Teacher
- Act as Deputy Designated Safeguarding Lead
- Assist the Head Teacher and governors in determining and managing a whole curriculum, in accordance with the abilities and needs of the pupils
- Support and contribute to the school's system for the review and evaluation of teaching and learning
- Monitor the raising of pupils' standards of achievement and attainment
- Work in partnership with the Head Teacher and the Governing Body to ensure that sound management of finance, personnel and resources enables the school to offer best value for money
- Contribute effectively as a member of the Leadership Team
- Play a major role in the professional development of all staff and in the management of INSET
- Lead and support staff in the management and development of their curricular responsibilities to promote high quality teaching and learning
- Foster the development of a positive and supportive ethos for academic and social learning
- Oversee the pastoral care, personal development and general behaviour of the school
- Display a high standard of professional behaviour and integrity at all times
- Act as a team leader in the Performance Management system
- Promote and develop a partnership with parents which recognises the worth of their contribution to their child's education
- Assist the Head Teacher in the day-to-day running of the school
- Be involved in the organisation, planning and delivery of assemblies as and when necessary
- The postholder will be responsible for the induction of new staff and will ensure appropriate provision and oversight of the activity of parents and others working in a voluntary capacity
- Whilst a NASENDCO qualification is desirable to the role, a willingness to start the training within the first term of appointment is essential.

Signature:.....

Date:.....