

Job description

Job title	Deputy Headteacher
Reports to	Headteacher
Grade	Dependant on experience
Hours	Full time

Job Purpose

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

The Deputy Headteacher will carry out their professional duties in accordance with and subject to the national conditions of employment for Deputy Headteachers, the provisions of all applicable legislation, and any orders and regulations having effect under the applicable legislation.

The Deputy Headteacher will be responsible to the Headteacher and will play a major role in supporting the Headteacher with the strategic leadership of the school, acting in accordance with the school's ethos, policies and practices. The Deputy Headteacher will, as a member of the Senior Leadership Team, work collaboratively with others to raise standards of learning, achievement and conduct. In addition to this, the Deputy Headteacher will have class responsibility.

1. Whole School Organisation and Strategy

- 1.1. Support the Headteacher in providing strategic leadership and direction, playing a major role in formulating the aims and objectives of the school. Collaborate with others to lead, develop and support the direction, vision, values and priorities of the school.
- 1.2. Assist the Headteacher in developing, implementing and monitoring the school's policies, practices and procedures.
- 1.3. Deputise for the Headteacher when they are not in school or otherwise unavailable.

2. Teaching

- 2.1. Under the direction of the Headteacher, lead and manage teaching and learning throughout the school.
- 2.2. To provide 'outstanding teaching' leadership across the curriculum
- 2.3. To secure, together with the Headteacher and senior colleagues, high standards of teaching and learning (through observation, learning walks, book scrutinies etc)
- 2.4. To identify needs and to resource, in consultation with colleagues, whole-school projects within the limits of the allocated budget.
- 2.5. To ensure 'entitlement of provision' for all children and the standards therein.
- 2.6. Work collaboratively with colleagues within phase on curriculum planning, resources and enrichment events.
- 2.7. Plan effectively to meet the needs of all pupils in their class, including those with special educational needs and disabilities.

3. Management of Curriculum and Pupils

- 3.1. Assist the Headteacher in determining, implementing and reviewing the curriculum to ensure breadth, balance and relevance to all pupils whatever their abilities, aptitudes and needs.
- 3.2. Assist the Headteacher in determining and implementing systems for monitoring and improving pupils' attainment and progress. Model good classroom practice.
- 3.3. Maintain and develop high standards of behaviour management across the whole school in line with the school's Positive behaviour policy.

4. Management of staff

- 4.1. Lead, manage and develop staff, including appraising and managing performance.
- 4.2. Develop, monitor and evaluate staff tasks, responsibilities and job descriptions. Assist the Headteacher with the organisation and deployment of staffing resources within the school.
- 4.3. Participate in the selection and appointment of high-quality staff, where required to by the Headteacher.
- 4.4. Assist the Headteacher with the development, implementation and embedding of policies and procedures for staff development, appraisal and support.
- 4.5. Have a proper regard for staff well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

5. Professional development

- 5.1. Promote the participation of staff in relevant continuing professional development.
- 5.2. Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other staff.
- 5.3. Participate in arrangements for your own further training and professional development and, where appropriate, that of other staff.

6. Management of resources

- 6.1. Under the direction of the Headteacher, assist with the management of the school's financial, physical and information resources.
- 6.2. Support the Headteacher in determining short, medium and long term priorities for the school.

- 6.3. Deploy resources appropriately, under the direction of the Headteacher and in accordance with school policies and procedures.

7. Communication and collaboration

- 7.1. Consult and communicate with the Headteacher, the Governing Body, staff, pupils, parents and carers.
- 7.2. Establish and maintain effective communication and relationships with colleagues and other relevant professionals within and beyond the school, including relevant external agencies and bodies, and organisations representing staff.
- 7.3. Represent the school to other groups and the local community, and promote links with other local schools.
- 7.4. Support and encourage the involvement of parents in the life and work of the school through the medium of the Parent Teacher Association and by other appropriate means.

8. Personal and professional conduct

- 8.1. Uphold public trust in the profession and maintain high standards of ethics and behaviour within and outside the school.
- 8.2. Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- 8.3. Understand and act within the statutory frameworks setting out their professional duties and responsibilities.
- 8.4. Be an ambassador for the school's SPARKLE values and model these at all times.

9. Safeguarding

- 9.1. To play a key role within our Safeguarding team.
- 9.2. Work in line with statutory safeguarding guidance (e.g. Keeping children safe in education, prevent) and our Safeguarding and child protection policies.
- 9.3. As a DDSL, work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- 9.4. Promote the safeguarding of all pupils in the school.