



## Acting Deputy Headteacher Job Description

<b>Leadership Grade</b>	7 - 10
<b>Responsible to</b>	The Headteacher and Governing Body
<b>Primary Purpose of Position</b>	The primary purpose of the job is to assist and when necessary deputise for the Headteacher in leading and managing the school effectively and efficiently, in order to provide the highest quality education possible for each child entrusted to our care.

The duties in this job description will be carried out in accordance with the School Teachers' Pay and Conditions Document (2021), or any subsequent document which may succeed the 2021 document.

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

***This job description may be amended at any time following discussion between the Headteacher, Governing Body and the member of staff and will be reviewed annually.***

### **Core Purpose of the Post**

- To deputise in the absence of the Headteacher ensuring that the school runs efficiently and effectively.
- To support the day-to-day effective running of the school.
- To provide a high-quality educational experience for pupils.
- To be an outstanding classroom practitioner and model this to others.
- To ensure the school's vision is brought to life through all aspects of the school's work and fully understood by all staff.
- To carry out tasks that will ensure the smooth running of the establishment and provide support in the leadership and management of the school.
- To support the Headteacher and Governors in providing professional leadership and management for the school, securing its success and improving standards of learning and achievement.
- To closely monitor the progress of groups of children and their outcomes.
- To proactively manage staff and resources.
- To contribute to the strategic direction and development of the school through the direct leadership of specific aspects of school improvement.
- To ensure pupils behaviour in accordance with School policy.
- To support any financial duties as designated by the Headteacher.
- Take responsibility and leadership for any aspects of the school's work and improvement direct by the Headteacher.

### **Strategic Direction & Development of the School**

- Fully and actively supporting the vision, ethos, aims and objectives of the school.
- Developing an effective working relationship with the Headteacher, Senior Leadership Team and all Staff.

- Working with the Headteacher, Governors and Staff in the formulation and effective delivery of the School Improvement Plan and contribute to the strategic development of the school by leading new initiatives through the creation and implementation of focussed action plans that support the requirements of the School Improvement Plan.
- Taking a lead role in the school's self-evaluation processes, monitoring progress towards curricular and other targets.
- Making a positive and regular contribution within full Governing Body and committee meetings.
- To take account of national and local initiatives.
- Provide inspirational and motivational leadership and play a major part in the smooth running of the school on a day-to-day basis.
- Participate fully in the school's monitoring and self-evaluative process, including undertaking Staff Appraisal.
- Aid School Improvement by developing partnerships and working collaboratively with other Schools and establishments.
- Undertaking coaching, mentoring and Staff professional development.
- Assist the Headteacher to recruit Staff of the highest quality.
- Ensure that curriculum resources, staffing, accommodation, learning and other resources, are used efficiently for the best possible outcomes for pupils and provide value for money.

### **Teaching & Learning**

- Modelling high standards in what constitutes outstanding classroom practice.
- Contributing to co-ordinating the curriculum and learning throughout school.
- Managing the quality and effectiveness of the curriculum and teaching and learning throughout the school and spreading good practice of effective teaching and learning styles.
- Leading strategies aimed at raising standards and achievements throughout the school, including standards of core subjects and attendance.
- Contributing in processes of assessment and tracking throughout the school and monitoring the outcomes for significant groups of children.
- Being prepared to teach in any age group(s) in School in both planned and unplanned situations.
- Create and maintain an environment where there are high standards of behaviour and discipline.
- Use data in order to identify the school's strengths and areas of development and to drive improvement.
- Monitor and evaluate the quality of teaching, standards of learning and achievement of all pupils; ensure that all pupils are set challenging but realistic targets for improvement.
- Contributing to the School's extra-curricular activities and extended School's provision.

### **Leading & Managing Staff**

- Deputising, in all aspects of school leadership and management, for the Headteacher in their absence.
- Modelling positive leadership and team working behaviours, treating all members of the school community with equal respect.
- Working with the Headteacher to establish distributed leadership throughout the school.
- Providing help and support for colleagues, having a positive impact on classroom practice through coaching, mentoring, evaluation, feedback and staff development programmes.
- Taking a leading role in the delivery of the School's Appraisal Policy and encouraging a positive attitude towards it.
- Lead the professional development of colleagues.

- Promote the safety and well-being of Staff.
- Develop effective recruitment and retention strategies to enable the appointment and retention of a high-quality work force, ensuring Safer Recruitment principles are always adhered to.
- Ensure accountabilities across each site are clearly defined, understood and agreed.

### **Pupil Support**

- Taking a share in the leadership of discipline and pastoral care for pupils.
- Promote the safety and well-being of all pupils.
- Ensure that Child Protection and Safeguarding procedures are rigorously complied with, and that the welfare and health and safety of pupils are of prime consideration.
- Promoting behaviours to learning and the School Vision throughout the School.
- Support the Headteacher 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.

### **Securing Accountability**

- Lead and support the Headteacher, Staff and Governing Body in fulfilling their responsibilities regarding the School's performance and standards.
- Support the Headteacher in reporting the school's performance to its community and partners.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### **Strengthening Community**

- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
- Develop and maintain contact with all specialist support services as appropriate.
- Promote the positive involvement of parents/carers in School life.
- Ensuring effective internal communication throughout the school and external communications with parents and other groups.

### **Promoting Equality & Diversity**

- To accept everyone has a right to his or her distinct identity.
- To treat everyone with dignity and respect.

### **Cross-site Leadership, Management and Teaching**

- Work with the Headteacher to ensure consistency in planning, reporting and accountability.
- Promote collaborative working between Staff across sites and ensure that there is moderation of assessment to evidence challenge and accuracy.
- Re-inforce with the Staff team the 'single school' identity of the school.
- Contribute to the collective planning and evaluation of overall self-evaluation and development plans for the school.
- Ensure that the school operates in respect of the expected protocols and that operational standards are maintained.