

Job Description for Deputy Headteacher



Teaching Commitment – as directed by the Headteacher to cover or support (subject to change)

Job Purpose

To carry out the professional duties of Deputy Headteacher as directed by the Headteacher so as to ensure the effective management of the school on a day to day basis.

To undertake the professional duties of the Headteacher, in the event of absence from the school.

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 monitor progress towards their achievement.

To provide professional leadership and management of School Development Plan priorities

To develop, drive and be accountable for outcomes in one or more school improvement priorities.

To work with other collaboratively to drive through all improvement priorities

The Deputy Headteacher will have delegated responsibilities which are both schoolwide and of considerable weight. This will be in addition to carrying out the professional duties of a teacher other than a Headteacher.

SAFEGUARDING

Hall Green Infant & Nursery School is committed to Safeguarding and promoting the welfare of children and young people as required under the Education Act 2002. We expect all staff and volunteers to commit to the Department for Education's 'Keeping Children Safe in Education' – statutory guidance for schools.

1. Strategic Direction and Development of the School

The Deputy Headteacher will support the Headteacher and the Governors in the strategic management and leadership of the school by:

Playing a major role under the overall direction of the Headteacher in:

1. Formulating the aims and objectives of the school
2. Establishing the policies through which they are to be achieved
3. Managing staff and resources to that end
4. Monitoring progress towards their achievement
5. Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
6. Demonstrating the vision and values of the school in everyday work and practice

7. Motivating and working with others to create a shared culture and positive climate
8. Promoting the "Small School Ethos", fostering good relationships with parents and encouraging involvement in their children's education.
9. Assisting the Headteacher in the ongoing and annual review of standards of leadership, teaching and learning and across all areas of school provision
10. Promoting high expectations for behaviour, progress and attainment at all times
11. Working with outside agencies and stakeholders to inform future action

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

1. Work with the Headteacher to raise the quality of teaching and learning and pupil's achievement and attainment, setting high expectations and monitoring and evaluating effectiveness of learning outcomes
2. Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on children's learning.
3. Develop whole staff, phase teams and individuals to enhance performance, organise and deliver staff meetings, where necessary bringing in outside speakers to keep abreast of the latest developments in the area and disseminate effectively to other members of staff
4. Plan, delegate and evaluate work carried out by team(s) and individuals
5. Create, maintain and enhance effective relationships
6. Recruit and select teaching and support staff

3. Securing Accountability

1. Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents/carers, governors and the DfE; ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community
2. Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
3. Work with all staff to further develop an understanding of individual accountability
4. Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities
5. Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents/carers and Ofsted
6. Reflect on personal contribution to school achievements and take account of feedback from others
7. Engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans
8. Provide guidance on a choice of teaching and learning methods/strategies, coaching and mentoring, team teaching and supporting as necessary
9. Evaluate the quality of teaching and standards of achievement, setting targets and plans for improvement

4. Resource Management

1. Work with the Headteacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation
2. Work with the Headteacher to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment
3. Work with the Headteacher to oversee and evaluate the subject/area budget allocation to ensure the budget is spent in line with subject/area learning priorities and best value principles
4. Work with the Headteacher to secure and allocate resources to support effective learning and teaching within the subject area(s)

5. Work with the Headteacher to monitor and control the use of resources and budget according to the school's agreed financial procedures

5. Developing Self and Working with Others

1. Work with the Headteacher to build a professional learning community which enables others to achieve
2. Support staff, within the whole school, in achieving high standards through effective continuing professional development
3. . 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
4. Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
5. Acknowledge the responsibilities and celebrate the achievements of individuals and teams
6. Develop and maintain a culture of high expectations for self and others
7. Regularly review own practice, set personal targets and take responsibility for own professional development
8. be an appraiser for the teachers and teaching assistants, setting and monitoring targets.

6. Strengthening Community

1. Work with the Headteacher to engage with the internal and external school community to secure equity and entitlement
2. Work with the Headteacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools
3. Work with the Headteacher to work collaboratively at both strategic and operational levels with parents/carers and across multiple agencies for the well-being of all children
4. Participating and sometimes leading Senior Leadership Team (SLT) meetings and disseminating relevant information to colleagues within their phase.

6. Class Teacher Responsibilities

Areas of responsibility and key tasks:

A. Planning

Plan teaching to achieve progression in pupils' learning through:

- identifying clear teaching and learning objectives and specifying how they will be taught and assessed
- setting tasks, including homework, which challenge pupils and ensure a high level of interest
- setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work
- setting clear targets building on prior attainment
- identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the Code of Practice
- making effective use of assessment information when planning lessons
- planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development
- the use of Teaching Assistant time as appropriate.

B. Teaching and Class Management

- establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident
- set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
- provide clear structures for lessons maintaining pace, motivation and challenge

- use a variety of teaching methods to:
 - (i) structure information well, including outlining content and aims and summarising key points as the lesson progresses
 - (ii) instruct, demonstrate and give accurate, well paced explanations using appropriate vocabulary
 - (iii) use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- select appropriate learning resources and develop study skills through library, ICT and other sources
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- critically evaluate teaching to improve effectiveness

C. Monitoring, assessment, recording, reporting - to:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor pupils' work and set targets for progress
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- prepare and present informative reports to parents

4. Other Duties,

The Deputy Headteacher will:

- identify and pursue leadership and management development opportunities (to be agreed and negotiated with the Headteacher)
- be responsible for own CPD, attending courses and ensuring familiarity with new documentation relevant to the role.
- represent the school at network and schools cluster meetings as necessary
- to ensure that every child within their phase feels safe and happy.
- carry out such additional duties as may be necessary which are commensurate with the post as directed by the Headteacher

5. Additional Responsibilities

Fulfil Leadership areas, agreed in conjunction with the headteacher:

These may be subject to change, dependent on staff changes and the changing priorities of the school.

Line Management - Responsibility to and For

1. Responsible to the Head Teacher.
2. Responsible for the Appraisal of teachers and the Performance Management of Support staff working within either the Foundation Stage or Key Stage One as directed by the Headteacher

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Teachers' Pay and Conditions Act 1987 and subsequent Orders in terms of duties and working time, also any local agreements, LEA circulars and guidelines giving interpretations of teachers' conditions of service.

Review and Amendment

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It may include other tasks reasonably requested and agreed with the Line Manager.

Complaints

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job Description issued by
after consultation (Signature of Head Teacher)

Copy Received by
(Signature of Deputy Headteacher)

Date