

JOB DESCRIPTION

The School Teachers' Pay and Conditions of Service Document sets out details of the roles and responsibilities of the Deputy Head teacher.

JOB TITLE : Deputy Head Teacher

SCHOOL: Beechwood Primary School

GRADE : Leadership Scale 14-18

JOB PURPOSE : To work with the Head teacher to lead and support staff in all aspects of the management and organisation of the school.

RESPONSIBLE TO : The Head teacher

MAIN DUTIES AND RESPONSIBILITIES:

1. To deputise for the Head teacher whenever necessary.
2. To be an exemplary teacher.
3. To carry out all responsibilities with due regard to equal opportunities.
4. To share in the implementation and monitoring of the curriculum.
5. To undertake a range of administrative and organisational responsibilities to ensure the effective running of the school.
6. To play a major role in budget and development planning.
7. To support and maintain the aims and ethos of the school.
8. To undertake any professional duties reasonably requested by the Head teacher.
9. To exercise responsibility for ensuring fair and equal treatment of all employees and customers.

Duties to include some of the following (please note: some duties are allocated across the leadership team and reviewed annually to provide breadth of experience).

MORE SPECIFIC DUTIES AND RESPONSIBILITIES -

- timetabling
- assemblies
- curriculum co-ordinator roles
- safeguarding children
- discipline
- INSET
- appraisal
- staff selection
- PTA, Governors, external agencies

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

**PERSONNEL SPECIFICATION FOR
DEPUTY HEAD TEACHER**

SPECIFICATION	ESSENTIAL	How Measured	DESIRABLE	How Measured
Qualifications	Qualified Teacher Status.	1,2,5	Good Honours Degree. Willingness to study NPQH Evidence of further professional study leading to a further professional qualification.	5 2 5
Experience	Experience of teaching across Primary range and an exemplar teaching practitioner and role model. Experience of holding a leadership role.	1,2 1,2	Currently employed on Leadership Grade.	2
Competencies	Able to demonstrate: appropriate motivation to work with young people Ability to form appropriate relationships with young people Appropriate attitudes to use of authority and maintaining discipline Ability to motivate, challenge and inspire staff.	1,2 1,2 1,2 1,2	Demonstrable ability to think strategically.	2,3
Management	Relevant management experience in relation to policy development, long term planning, management and development of people. Experience of data analysis and the use of data to analyse pupil progress.	1,2 1, 2, 3	More advanced experience, such as budget management, mentoring and coaching. Ability to develop and coach others, identifying and delegating appropriate tasks/projects to support this.	1,2 1,2
Philosophy	Evidence of an understanding of the role of a deputy head teacher. A sound understanding of phase specific education and aims and objectives for children.	1,2	An understanding of the need to develop/maintain community links and multi agency working.	2
Curriculum	An understanding of, and commitment to, equality principles and practices.	1,2	Demonstrable ability to lead and develop a core curriculum area.	1,2

SPECIFICATION	ESSENTIAL	How measured	DESIRABLE	How measured
	A sound knowledge of the Curriculum.	1,2		
	Experience supporting pupils with English as an additional language.	1,2		
	Experience of working with children with special educational needs.	2		

How tested: 1 application form, 2 - interview, 3 - active test, 4 - written test, 5 - certificates,

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‘CVs will not be accepted for any posts based in schools’.