



Tudor Grange Primary Academy  
**Meon Vale**

## Deputy Head Teacher

**L4 to L8**

### Core Purpose

The Deputy Head Teacher, under the direction of the Principal, will take a major role in:

- Securing positive educational outcomes for all pupils
- Working with the Principal to develop the strategic direction and development of teaching and learning, with a key focus on reading and writing across all phases.
- Supporting staff in the delivery of effective teaching and learning and enabling all pupils to make progress

If the Principal is absent, the Deputy Head Teacher will deputise, as directed by the governing board or executive team. The Deputy Head Teacher will also be expected to fulfil the professional responsibilities of a Principal, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Please note that the job description may be amended at any time following discussion between the Principal and the member of staff.

This role includes a regular 0.6 teaching commitment.

### Core Leadership Qualities

- Clear and consistent vision and values
- An excellent practitioner
- Ability to motivate and empower others
- Positive attitude to continuous improvement
- Flexible leadership styles
- Leading by example
- Effective communication skills
- A willingness to embrace change and recognise new educational developments
- Positive and respectful relationships across the school community
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.

### Specific Responsibilities

**This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance.** The postholder may be required to do other duties appropriate to the level of the role.

#### School culture and behaviour

Under the direction of the Principal, the Deputy Head Teacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school

- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

### **Teaching, curriculum and assessment**

Under the direction of the Principal, the Deputy Head Teacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading, so that all pupils are taught to read
- Interpret and analyse data, including pupil records and assessment data: monitoring progress and taking appropriate action.

### **Additional and special educational needs (SEN) and disabilities**

Under the direction of the Principal, the Deputy Head Teacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

### **Organisational management and school improvement**

Under the direction of the Principal, the Deputy Head Teacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care in the capacity as Deputy Designated Safeguarding Lead.
- Manage staff well, with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented.

The Deputy Head Teacher will take a key leadership role in the operational management of the school on a day-to-day basis.

### **Professional development**

Under the direction of the Principal, the Deputy Head Teacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs
- Take a leading role in performance management
- Lead, develop and enhance the teaching practice of others through monitoring the quality of teaching and learning and sharing judgements with teachers and support staff as appropriate
- Support Early Career Teachers
- Through peer coaching and the demonstration of excellent classroom practice, work with colleagues to develop their teaching skills ensuring quality of provision throughout the whole school.

### **Governance, accountability and working in partnership**

Under the direction of the Principal, the Deputy Head Teacher will:

- Understand and welcome the role of effective governance, including accepting responsibility and reporting to the Local Governing Body and Executive Governance Team as required.
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties, including acting as the Educational Visits Co-ordinator
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Liaise with the Principal on a weekly basis updating on initiatives, developments and actions related to teaching and learning and pupil progress.

**Line Manager**

Principal