

**Job Description Deputy Headteacher**

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| The Deputy Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas. |
| Strategic direction and development of the school |
| * Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context * Demonstrating high standards of personal integrity, loyalty, discretion and professionalism * Publicly supporting all decisions of the Headteacher and the Directors * Work in partnership with parents and carers, recognising that parents are their children’s first educators, and encourage parental involvement in school * Co-operate in the implementation of the health and safety policy and ensure that the school’s practice and environment meets health and safety standards |
| Teaching and Learning |
| * Providing an example of ‘excellence’ as a leading classroom practitioner and inspiring and motivating other staff   6.1   * Working with the Age phase Coordinators and Headteacher to sustain high expectations and excellent practice in teaching and learning throughout the school * Monitor and evaluate the quality of teaching and children’s progress and use benchmarks and set targets for improvement * Participate in professional development and training * Provide high quality care and activities for children which recognise both individual and group requirements in a secure, safe and stimulating environment * Organise activities, both inside and outside the classroom, which encourages creativity, development, co-ordination, independence, self- expression, and learning through play * Demonstrate a thorough understanding of the EYFS framework (including the Welfare Requirements), for guidance in your practice * Be aware of Safeguarding issues and follow school’s Safeguarding procedures * Ensure close monitoring of children about whom there are concerns. * Fully comply with the school’s outings policy to ensure the safety of children outside school premises. Be responsible for the management of trips and outings as appropriate e.g. by deploying staff appropriately, maintaining documentation, briefing staff and parents/carers in advance, taking appropriate action to minimise any risks |
| Leading and Managing staff |
| * Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development * Work in partnership with other early years professionals * Take a lead in Performance Management of staff and to be responsible for NQT assessments and inductions * Lead Teaching Assistants in training development * Mentor staff to ensure the policies and values of the school management are understood and implemented * Share good childcare practice with colleagues, display exemplary behaviour and act as a role model to junior staff * Promote a positive, ‘can do’ attitude within school |
| Efficient and effective deployment of staff and resources |
| * In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school’s plan and financial context i.e. cover, timetables, deployment of TA’s and Nannies as necessary |
| Accountability |
| * Supporting the Headteacher and Directors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders * Understand and fully implement the school policies and procedures |
| Specific Duties |
| * In the absence of the Head Teacher, assume her role ensuring that high standards of care and education continue to be provided to the children. * Contribute to a positive ethos for learning * Provide an exciting , stimulating and creative curriculum * Promote the values and achievements of the school to the community * Advise on the school’s resource needs and co-ordinate these resources * Manage the schools’ lunchtime staffing arrangements * Assist with the appointment and induction of new staff and provide monitoring and support for NQT’s and students as necessary * Assist in the preparation, implementation and monitoring of the School Development Plan * Undertake such reasonable activities as the Headteacher and Directors may, from time to time require |
| Your duties will be as set out in the above job description but please note that the Head Teacher or Director reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.  The list of duties in the job description should not be regarded as exclusive or exhaustive.  There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. |