



# WESTFIELD C.P. SCHOOL

**Headteacher:- Mr Tim Bowden**

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## JOB DESCRIPTION: Deputy Headteacher

**The Deputy Headteacher of Westfield Community Primary School will work with the Headteacher and together they will be responsible for managing the school effectively to the highest possible standard.**

### Professional Duties

The Deputy Headteacher in addition to carrying out the professional duties of a teacher, including those duties particularly assigned by the Headteacher, shall:

**1. Play a major role under the overall direction of the Headteacher in:**

- (a) formulating the aims and objectives of the school;
- (b) establishing the policies through which they shall be achieved;
- (c) managing staff and resources to that end; and
- (d) monitoring progress towards their achievement.

**2. Undertake, to the extent required by the Headteacher the professional duties of the Headteacher in the event of their absence.**

**3. Undertake the following specific duties;**

**(a) Assessment**

To take the lead on assessment across the school building on and refining the existing assessment system to ensure accurate data.

**(b) Teaching and Learning**

To play a leading role in further developing teaching and learning strategies across the school. To work with the Headteacher to ensure staff are well trained and continually develop their practice. To work alongside teachers and support staff to provide an outstanding education for all children.

**(c) Monitoring Curriculum Development and Evaluating Achievement**

As a member of the Headship team monitor the quality of teaching, curriculum development and standards of attainment across the school, playing a key role in devising and monitoring the school improvement plan.

(d) **Curriculum Responsibility**

Oversee and take responsibility for co-ordinating English or Maths and lead in the evolution of the curriculum.

(e) **Promoting Positive Ethos and Implementing the school's Behaviour Policy**

To foster the belief that all children have the right to receive an excellent education, in a safe, mutually respectful, caring environment which meets every child's needs. To develop and ensure consistency among teachers and support staff in safeguarding children and enabling them to display high standards of behaviour at all times.

(e) **Communication**

Support the Headteacher in developing and maintaining effective communication between children, staff, parents, governors, and the wider community.

(f) **Performance Management and Staff Development**

To act as a Staff Appraiser, advising and supporting all staff and contributing to their individual professional development. To mentor and coach teachers and to plan and lead specific INSET. To line manage staff as directed by the Headteacher.

(g) **Day-to-day management**

To assist the Headteacher in ensuring that the school runs smoothly and acting in a management capacity as the need arises. This includes:

- undertaking team teaching as required
- drawing up timetables and rotas to ensure the efficient use of premises and efficient deployment of staff;
- providing support for staff and pupils within an overall pastoral role
- assisting staff with curriculum financial management and in collaboration with the Headteacher the administration of the school's annual budget;
- Overseeing Midday Supervision;
- conducting assemblies on a regular basis;
- Organisation for staff absence etc.
- Overseeing extended schools provision

(g) **Safeguarding**

To play an active role in safeguarding across the school, ensuring the safety and well being of all pupils.

**Conditions of Employment**

The Deputy Headteacher is required to carry out the duties of a schoolteacher and the professional duties of a Deputy Headteacher as set out in the School Teachers' Pay and Conditions Document.