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| **Job Description** |
| **Position:** Deputy Headteacher |  Salary Scale: L14 – L18 |
| Purpose of the Job |
| 1. To assist the Headteacher in the leadership and management of the school, including taking responsibility for the school in the absence of the Headteacher
2. To take full responsibility for leading and managing significant aspects of the school under the overall direction of the Headteacher
3. To carry our teaching duties, as required, in accordance with the school’s policies and curriculum
4. To carry out professional duties of a teacher and deputy headteacher as described in the School Teacher’s Pay and Conditions Document, including those duties particularly assigned by the Headteacher
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| Specific Responsibilities |
| 1. To assist the Headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement
2. To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Headteacher, Governors and other staff
3. To take responsibility for developing the curriculum and assessment procedures, in agreement with the Headteacher and in conjunction with the Subject Leaders
4. To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour management
5. To take a supporting role in improving the involvement of parents, carers and the community in the life of the school
6. To support the school’s continuing professional development programme, including organising training programmes, induction, delivering INSET and working with individuals and teams in a variety of professional development activities
7. To assist the Headteacher in school self review and evaluation and in the effective planning and management of school resources to secure improvements
8. To maintain an informed view of standards and the quality of teaching and learning across the school
9. To provide guidance and support to staff in order to improve the quality of teaching and learning
10. To promote the safeguarding of children
11. To carry out all duties in line with agreed school policies and procedures
12. To ensure statutory policies and other legislation is adhered too
13. To undertake, from time to time, any other reasonable duty as directed by the Headteacher
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