Title: Primary School Deputy Principal

Department: DIS Primary School

Reports to: DIS Primary School Principal

Prepared by: School Management

Last revision: December 2016

Approved by: Director

Please note that this job description is intended to be an accurate reflection of the job requirements. However there may be changes to the job description as the role develops over a period of time. Management reserves the right to modify, add or remove duties and to assign duties as necessary.

**Purpose:**  Under the overall direction of the Primary School Principal, ensure the effective leadership of the teaching teams across the Primary School

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The Primary School Deputy Principal will carry out the following essential duties and responsibilities:

**Learning and Teaching**

* Teach particular lessons, to provide additional non-contact time for middle leaders, fulfilling the requirements of the teacher job description
* Supervise the responsibilities and performance of the Phase and Curriculum Leaders across the Primary School with regard to learning & teaching, including curriculum planning & implementation, assessment and reporting, and classroom environment
* Encourage and support the development of innovative learning & teaching programmes, assisting teachers pilot such efforts when appropriate
* Co-ordinate the implementation of external assessments across the Primary School
* Co-ordinate the collection and analysis of student assessment data across the Primary School

**Leadership and Management**

* Positively promote the vision, mission, aims and values of Deira International School
* Promote a positive climate for learning
* Provide guidance and support to colleagues
* Support the PS Principal in leading staff meetings for discussion of common matters
* Effectively communicate with Heads of Year, Curriculum Leaders & Subject Co-ordinators, Phase Leaders and other members of the Primary Leadership Team
* Co-ordinate with the CPD Manager to promote professional development opportunities for classroom ancillary staff
* Assist the Principal with interviewing of potential staff when required
* Provide input into the induction of new staff
* Deputise for the Primary School Principal in his absence
* Be a positive role model to students and staff in the Primary School as a whole, in standards of presentation, personal and professional conduct
* Liaise with Heads of Year, Phase Leaders and the Senior Leadership Team for the effective continuity, progression and transition of students between relevant sections of the school
* Contribute to the implementation of the school’s Monitoring & Evaluation policy
* Carry out staff appraisals in collaboration with members of the Senior Leadership Team, in line with the school’s appraisal policy
* Contribute to the School Self Evaluation process
* Advise the Director & Primary School Principal on staffing requirements
* Commit to personal professional learning congruent with appraisal and the DIS Strategic Plan

**Parents and Students**

* Co-ordinate the pastoral care of students in the Primary School
* Assist with the provision of comprehensive information about the beliefs and practices of the Early Years/ Primary1/ Primary 2 through Parent Handbook, newsletters and parent workshops in collaboration with the PS Deputy Principal and Phase Leaders
* Assist with the entrance assessment procedures for prospective students
* Assist the PS Deputy Principal with the organisation within the Phases of parent- teacher meetings and Student- Led Conferences
* Collaborate with PS Senior Leadership Team in the drafting of PS newsletters.
* Organise for the effective entrance to & transition of students from Early Years to Primary 1, Primary 2 to Key Stage 3

**School Administration and Resources**

* In collaboration with the Primary School Leadership Team, check and issue student written reports in accordance with the reporting calendar
* Ensure there is a safe, challenging working environment and attractive, welcoming classrooms across the Primary School
* Advise the Primary School Leadership Team on resources needed in Primary School, in line with school policy and any budgetary guidelines
* Hold meetings with staff as necessary to ensure that information is communicated clearly and promptly and that administrative procedures are supported
* Be aware of the school management system, also processes for timetable design, teacher cover and duties
* Collaborate with PS Principal and other staff in submission of orders for PS resources, furniture and equipment
* Actively promote DIS Primary within the Community
* Attend/ convene phase & curriculum meetings as necessary
* Attend Senior Leadership & Primary School Leadership Team meetings regularly
* Carry out any other reasonable duties as directed by the Primary School Principal

*Receipt and acknowledgement of job description*

*Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*