****

**DEPUTY HEAD TEACHER – JOB DESCRIPTION**

**L13-L17 (Outer London)**

**Reporting to: Headteacher and Governing Body**

 **Main purpose of role:**

Under strategic direction and guidance of the Head Teacher to provide strategic leadership and day-to-day management of the school to enable it to achieve the highest standards in all aspects of its work.

* Evaluate school performance and identify priorities for continuous improvement.
* Promote excellence, equality and high expectation for all pupils.
* Provide vision, leadership and direction.
* Be responsible for the standards and curriculum of all pupils and the monitoring of progress towards achievements of all groups.
* Take full responsibility for the school in the absence of the Head Teacher.
* Carry out the professional duties of a class teacher as required.
* Take responsibility for safeguarding issues as appropriate.
* Secure the commitment of the wider community.
* Promote and safeguard the welfare and health and safety of children and young people within the school as stated within the Safeguarding Policy.

**Duties & Responsibilities**

**Strategic Leadership**

* As a member of SLT, work together and with governors to establish and implement an ambitious vision and ethos for the school.
* Play a leading role in the strategic development and school self-evaluation process. Manage school resources to support the achievement of the aims and objectives of the school.
* Monitor and manage action plans and other policy developments.
* Lead by example to motivate, inspire and work with others when implementing and manage change initiatives.
* Promote a culture of inclusion within the school community where all views are valued and taken into account.
* Provide information and advice to the Headteacher and governing body and support proper accountability processes throughout the school.

**Teaching and Learning**

* Be an excellent role model, exemplifying a high standard of teaching and learning, promoting high expectations and ambition for all members of the school community.
* Ensure a culture and ethos of challenge and support where all pupils can achieve and become engaged in their own learning.
* Raise standards through staff performance management.
* Lead the development and delivery of staff training and support.
* Lead the development and review of all aspects of the curriculum, including planning, recording, reporting, assessing and developing an appropriate relevant curriculum for all.
* Be accurate with judgements about the quality of teaching and learning in order to support further improvement and provide challenge.
* Keep up with in changes in education.
* Have a good understanding of progression, skill based learning and challenge across the curriculum.
* Lead the processes of monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure quality and consistency.
* Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
* Ensure robust evaluation of school performance takes place for all children.
* Encourage, through example, active involvement of students and staff in their own learning.

**Lead and Manage Staff - developing self and others**

* Play a leading role in the school improvement and school self-evaluation planning process.
* Lead by example to ensure a positive impact on both staff and children.
* Support collaborative approaches to learning within the school.
* Ensure the development of middle leaders especially those inducting support staff and new teachers
* Develop and support staff and hold them to account, where necessary.
* Select and appoint teaching and support staff, including volunteers, when required by the Head Teacher.
* Be an excellent role model for both staff and pupils in terms of being reflective, aspirational and demonstrate a desire to improve, learn and achieve.
* Always want the best from the team
* Take responsibility and accountability for identified areas of leadership, including progress data and target setting.
* Contribute appropriately to CPD for all staff, including coaching and mentoring in line with the school improvement plans and performance management needs.
* Together, with the Head Teacher, lead performance management process for identified staff.

**Operational Management**

* Ensure day to day effective organisation and running of the school including deployment of staff as appropriate.
* With the Head Teacher, lead regular reviews of school systems to ensure that statutory requirements are being met and improved on where necessary.
* Ensure effective communication throughout the school according to the agreed systems, regularly under review.
* Work with the Head Teacher to undertake key activities related to personnel, professional or HR issues, including, eg. matters of managing sickness absences, disciplinary and capability.
* Ensure a consistent approach to standards of behaviour punctuality and attendance are implemented throughout the school.
* Undertake any professional duties as delegated by the Head Teacher.

**Secure Accountability**

* Lead in partnership with the Head Teacher and support the staff and governors in fulfilling their responsibilities with regards to the school’s standards and performance.
* Support the Head Teacher in reporting the school’s performance to its community and partners.
* Promote and protect health and safety, wellbeing and safeguarding of staff and pupils.

**Strengthening Community**

* As SLT, work with the Head Teacher to develop policies and practice that promote inclusion and equality.
* Develop and maintain contact with support services and outside agencies as appropriate.
* Promote the positive involvement of parents/carers in school life.
* Organise and conduct meetings with parents/carers to ensure positive outcomes for all pupils where necessary.
* Promote positive working relationships with colleagues in other schools.