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**May 2018**

**Deputy Headteacher Job Description**

**Accountable to:** The governing body of the school and children’s centre and Local Authority.

**Accountable for:** Carrying out professional duties in accordance with and subject to conditions of employment as set out in School Teachers’ Pay and Conditions Document.

The full range of duties and responsibilities for Deputy Head Teachers is contained in the current edition of the School Teachers’ Pay and Conditions Document.

This document seeks to place this range of duties and responsibilities within the context of Oliver Thomas Nursery School and Children’s Centre.

It may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and the job title.

The deputy Headteacher is required to undertake the professional duties of the Headteacher in the event of their absence. In addition, you will be required to undertake any professional duties reasonably delegated to you by the Headteacher.

In carrying out these duties, the post holder will consult, as appropriate, with the various stakeholders including the Headteacher and staff of the Nursery School and Children’s Centre, Governors, the Local Authority, children, their parents/carers, outside agencies and the wider school community.

## Professional duties

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

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

1. Formulating the aims and objectives of the school and Children’s Centre;
2. Establishing the policies through which they shall be achieved;
3. Managing staff and resources; and
4. Monitoring progress towards their achievement

**Strategic direction and development of the school and children’s centre;**

1. Support the Headteacher in formulating and implementing the aims and policies of the school and children’s centre and in managing and monitoring staff in implementing policies and achieving aims.
2. Support and actively promote the vision, aims, ethos and policies of the school and children’s centre and encourage high expectations and levels of achievement and well-being throughout the school and children’s centre. Support the inclusion of all children and their smooth transition between home and school and between all phases of education to ensure continual development in their learning.
3. Take a lead role in monitoring, analysis and evaluation of information and data which supports the school and children’s centre improvement objectives and targets.
4. Be responsible for the oversight and functioning of assessment procedures, give strategic direction to curriculum change and ensure smooth daily operation of the school through viable and efficient systems.
5. Work closely with other members of the Leadership Team to plan, monitor, evaluate and develop the curriculum and children’s centre provision. Make significant contributions to the School and Children’s Centre Development Plan and School and Children’s Centre Self Evaluation and its implementation, including supporting colleagues in achieving school and children’s centre priorities and targets and monitor progress towards them.
6. Work closely with other members of the Leadership Team to monitor, evaluate and develop teaching and learning.
7. Make significant contributions to supporting, encouraging and facilitating staff development, including the implementation of the Performance Management Policy.
8. Assist the Head and Children’s Centre Co-ordinator in the management of school resources, including designated budgets, in accordance with the financial regulations of the school.
9. Provide creative and innovative ideas which support the development of the school and children’s centre in all aspects.

**Teaching and Learning**

1. Assist the Headteacher in creating a learning culture which enables children to become effective, enthusiastic and independent learners.
2. Lead a continuous focus on children’s achievements and well-being using data and best practice research to monitor progress in every child’s learning and development.
3. Provide consistently exemplary teaching and maintain an awareness of curriculum developments, current thinking and changes in government policy and how these affect education.
4. Give guidance on the choice of appropriate teaching and learning methods to meet the needs and interests of all children.
5. Encourage effective development of children’s individual and collaborative play skills as is necessary for them to become increasingly independent.
6. Encourage a culture and ethos of challenge and support, which promotes high expectations for all members of the school and children’s centre community in a supportive environment.
7. Be an outstanding role model, exemplifying a high standard of teaching which demonstrates a reflective approach and inspires and motivates staff and children.
8. To ensure, in collaboration with leaders, that the school and children’s centre provides appropriate provision and make arrangements for continuity and progression in the Early Years Foundation Stage Curriculum.
9. With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality.
10. Develop and review the schools systems to ensure robust evaluation of school performance, progress data and actions to secure improvement.
11. To support the school’s assessment system for tracking children’s progress and carry out analysis of assessment information and data; ensuring that systems are reviewed on a regular basis.
12. Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all children.
13. Ensure effective transition throughout the establishment of appropriate information sharing between and across home, previous and future settings, children’s centre and school.
14. Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
15. Monitor and evaluate the effectiveness of the schools assessment, teaching and learning policies.

**Children’s centre**

1. In consultation with the Headteacher, Children’s Centre Co-ordinator and other staff lead on EYFS provision provided for children under 3 years.
2. Have an understanding of the local and national agenda for children’s centres and the processes that contribute to their success.
3. Take responsibility for developing effective relationships with the Children’s Centre Co-ordinator, Family Support and Outreach workers to ensure day to day, medium and long term plans improve outcomes for the community.

**Children**

1. In conjunction with the Headteacher, be responsible for the welfare, safety and discipline of the children.
2. Assist the Headteacher in providing a stimulating, happy and well-ordered learning environment throughout the school and Children’s Centre which encourages the children to have positive attitudes, be enthusiastically involved in their learning and demonstrate self-discipline.
3. Actively promote the children’s spiritual moral and cultural development in the classroom, via planning for child initiated and adult planned activities
4. With the Headteacher be a named teacher for Child Protection arrangements. As the occasion arises, implement the school and Borough’s Child Protection Procedures. As a designated member of staff for Child Protection ensure staff are aware of the procedures to follow in cases of concern.

**Developing self and working with others**

1. Through effective feedback and support, including building on a culture of collaboration, develop staff so that provision is exemplary.
2. Support the induction of staff and volunteers new to the school and those being trained within the school.
3. Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.
4. Assist colleagues with assessment for learning and target setting.
5. Facilitate the development of strategies which promote individual and team development, in line with school monitoring procedures, carry out direct observation of teaching, learning and professional practice.
6. In partnership with the Headteacher, lead by example to motivate staff when implementing and managing initiatives.
7. Inspire and develop staff, identify emerging talents and aspiring leaders identifying appropriate opportunities for CPD, keeping accurate records of training and development undertaken by members of staff.
8. Assist the Headteacher in the recruitment and performance management of members of staff.
9. Work closely with office staff and other appropriate personnel to monitor attendance and punctuality and take appropriate action to address and resolve the issues identified.
10. Keep abreast of the developments in education, social care, health and the work force and take responsibility for own professional development.
11. Work in partnership and make major contributions to the development of links with parents, governors and networks of local schools, nurseries and PVI settings.
12. Promote the school’s Equal Opportunities Policy and Race Equality Policy in all aspects of planning and development.
13. Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, curriculum management and involvement in school and children’s centre development.
14. Achieve challenging professional goals.
15. Undertake such responsibilities as may be reasonably requested by the Headteacher.

**Managing the organisation**

1. Work with the Headteacher on the overall organisation and management of the staff and children and on the general conduct of the school and children’s centre.
2. To share accountability for the development and maintenance of safeguarding, health and safety policy and practice and premises development, alongside other designated staff.
3. Promote a positive learning ethos within the school and children’s centre and foster an environment that is based on respect and calm for all members of our community.
4. Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate.
5. Ensure that high standards of behaviour are maintained through the establishment, of appropriate strategies and consistent adherence to the school’s and children’s centre behaviour policy.
6. Participate in the management and deployment of staff, including acting as a mentor for trainees as necessary.
7. Foster good communication within and beyond the school and children’s centre.
8. Ensure effective management, communication and organisation through the establishment of timetables and rotas.
9. Work with the Headteacher to manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
10. Ensure the effective and efficient management and organisation of learning resources, including information and communications technology.
11. Establish staff and resource needs and advise the Head Teacher and senior leaders of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and children’s centre and achieve value for money.

**Securing accountability**

1. Assist the Headteacher in developing and maintaining strategies which encourage parents and carers to support their children’s learning.
2. Work with the Governing Body, where appropriate, in the development of the school and children’s centre aims and objectives.
3. Lead and support the staff and the Governing Body in fulfilling their responsibilities with regard to the schools and children’s centre’s performance to community and partners.

**Strengthening the community**

1. Work with the Headteacher in ensuring that the school has effective and positive links with parents/carers and the local community.
2. Work with the Headteacher in developing the policies and practice, which promote inclusion and equality.
3. Develop and maintain contact with all specialists support services and other agencies in providing for the academic, spiritual, moral, emotional and cultural well-being of children.

**Safeguarding and promoting the welfare of children**

1. Be totally committed to ensuring the safety and well-being of children.
2. Build a culture where children feel confident that their concerns will be listened to and acted upon.
3. Be committed to ensuring children’s well-being is at the centre of all key decision-making.

The job description will be reviewed annually as part of the appraisal process. It may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holders professional responsibilities and duties.

**The school and children’s centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**