

St John's Church of England School
JOB DESCRIPTION: DEPUTY HEADTEACHER

Post Title: Deputy Headteacher

Salary: Leadership Scale: L9- L13

Responsible to: Headteacher, Governing Body and LA

Curriculum, Teaching & Learning

PURPOSE:

The Deputy Headteacher, like the Head, has a day to day expectation to deal with all eventualities that present themselves. To support, hold accountable, develop and lead all staff in order to raise standards and develop the quality of teaching and learning throughout the school, to ensure the highest standards of behaviour, achievement, and the wellbeing of all staff and pupils in the school. You would be an important member of the senior leadership team and the whole school team in keeping the focus of individual children's learning and in further promotion of assessment for learning. You would also be closely involved with the Head teacher in school self evaluation and the raising of standards.

PROFESSIONAL DUTIES:

There is a flexible teaching commitment depending on the needs of the school. You would be expected to take the lead in the strategic development of whole school curriculum, planning and curriculum leadership. You will be the lead professional for the development of Teaching & Learning across the school. You will be expected to promote equal opportunity and racial equality within our school and to help lead in the implementation of any action plans.

Strategic direction and development of the school:

- Alongside the Headteacher, to provide vision, direction and leadership for St John's School in order to build on its strengths and develop it into an outstanding school.
- In partnership with the Headteacher, Governors and the Senior Leadership Team, to develop a strategic vision and plan for the school, to prepare and implement the School Development Plan and to evaluate its effectiveness in bringing about improvement.
- Together with the Headteacher, to ensure that St John's provides a caring, nurturing environment where Christian values are central to the ethos of the school.
- To act as a sounding board and critical friend to the Headteacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism whilst publicly supporting all decisions of the Headteacher and Governing Body.

Teaching and learning:

- To provide an example of excellence as the leading classroom practitioner, thereby inspiring, motivating and supporting other staff.
- To work with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school.
- Together with the SLT, to monitor and evaluate the quality of teaching and standards of pupil achievement, including the strategic use of analysis of performance data, and to set targets for improvement.
- Together with the SLT, to develop a broad, creative curriculum that meets the needs of all pupils and which enriches their learning.

Leading and managing staff:

- To support the Headteacher in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership.
- Support the identification and achievement of performance objectives which will enhance the teaching practice of staff.
- To work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement; including his/her own continuing professional development.
- To line manage the SENDco and review the performance of Teaching Assistants in partnership with the SENco,
- To assist the Headteacher with the performance management of some teaching staff and the development of other staff through coaching and mentoring
- To liaise with the T&L Deputy Headteacher to formulate school timetables and ensure staff are keeping up with the calendar of events.
- To liaise with the T&L Deputy Headteacher to ensure that staff follow through school practices and expectations with regards to planning, record keeping and assessment throughout the school,
- To play a leading role in curriculum development, particularly by supporting subject leaders in their work.
- To be responsible for the induction and support of new staff, and the mentoring of student teachers and Newly Qualified Teachers.

Specific Responsibilities – Whole School

- To oversee pupil attainment and progress and to support high quality teaching and learning across the school.
- To take a leading role in monitoring, evaluating and tracking pupil progress throughout the school and supporting school self evaluation and school improvement.
- To develop and embed a creative curriculum which develops outdoor/indoor learning
- To develop whole school strategies to improve curriculum practice.
- To gather, analyse and evaluate evidence of children's progress across the school to inform provision and practice.
- To identify development needs and lead improvement in teaching and learning. – eg identify new arrivals, ascertain their needs and ensure pupils needs are met through targeted programmes/support
- To ensure continuity and progression in all aspects of teaching and learning.

- Ensure that cross-curricular links and opportunities are developed
- To plan and deliver appropriate Professional Development Meetings and INSET that will support staff in raising standards.
- To be the Educational Visits Lead
- To develop the role of the Middle leaders

Efficient and effective deployment of staff and resources:

- In consultation with the Headteacher, to deploy staff and resources efficiently and effectively in order to meet the objectives set out in the School Development Plan.
- To work with the Head teacher and Governors in making budgetary decisions.
- To ensure that the staffroom and communal areas are well organised.

Accountability:

- To ensure that achievement across the school is good to outstanding for all pupils.
- To ensure high standards of curriculum provision and the effectiveness of its impact on learning outcomes.

Specific duties:

- To be a Designated Safeguarding Officer
- To undertake classroom teaching as required and to take a leading role in raising the quality of teaching and learning across the school.
- With the Headteacher, to take responsibility for developing a creative curriculum.
- To support the Headteacher in fostering good relations with parents and the community, ensuring, as far as possible, the involvement of all in the life and ethos of the school.
- To be an active member of the Senior Leadership Team and be actively involved with the day to day management of the school.
- To attend full Governors' meetings and other sub committee meetings as appropriate.
- To take assemblies as required.
- To deputise for the Headteacher in her absence.

Notes:

This job description should be read alongside the range of duties and responsibilities of Deputy Headteachers as set out in the annual School Pay and Conditions Document. Candidates will be expected to have considered these in relation to the above post.

The duties and responsibilities of the Deputy Headteacher may vary from time to time according to the changing needs of the school. The job description will be reviewed annually in the light of changing circumstances and in consultation with the post holder and the Governing Body as part of the Governing Body's annual review of staffing structure.

Last review date:

Next review date:

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
