Job Description

**Job Title: Deputy Head Teacher (Pre-Preparatory School)**

**Name:** …………………………………………..

**School:**  Salcombe Preparatory School

**Role Outline**

**Key Purpose of the Job**

To oversee all aspects of pastoral care and discipline in the Pre-Prep school and support the Headmistress in the day to day running of the school. You will be a member of the Senior Management Team, and will need to liaise with HODs, Teaching Staff, NQTs, Teaching Assistants and Administration Staff. To develop the Early Years Curriculum with a major focus on developing the use of the outdoors to include enhancing the Forest School curriculum.

**Key Accountabilities**

**School Policies, Plans and Procedures**

* Contribute to the development of short, medium and long term aims, plans, policies and practices of the school
* Set out clear expectations for staff
* Support and mentor NQTs
* Ensure that all new and present staff understand and support school aims, policies and practices

**Duties & Responsibilities**

* To have overall responsibility for Pastoral Care and disciplinary procedures across the Pre-Prep school
* To organise cover for absent staff in the Pre-Prep school
* To liaise closely with the Head, teachers and all colleagues, to offer support and advice where appropriate and communicate with parents when necessary
* To regularly review and monitor pastoral practices across the Pre-Prep school
* To advise and guide staff, pupils and parents in matters concerning the welfare of the pupils
* To help with the recruitment of new members of staff and with their induction and mentoring
* To carry out classroom observations and to help guide and support staff in their professional development
* To stay for after school duty at least twice a week

##### Developing Teamwork

* Provide recognition of teachers’ expertise and achievements
* Support, guide and motivate all members of teaching staff
* Ensure staff are involved in the formation of policies
* Promote effective teamwork, encourage constructive working relationships and co-ordinate department meetings

### Inset

* With the Headmistress, identify and target development priorities in the quality of teaching and middle management leadership, set individual and department targets, monitor progress and confirm success
* Audit training needs and then plan and provide effective and efficient professional development for all Teachers. The focus of which is to improve the quality of teaching and learning
* Draw on a range of training possibilities; development courses, internal INSET (in-service training), expertise within the school and Cognita
* Utilise existing staff experience and expertise to support other teachers
* Develop and make accessible resources concerning the improvement of teaching and management skills
* Evaluate INSET for future improvement of procedure and format

**Other Responsibilities:**

* Through the school Performance Review / Lesson Observation process and direct classroom observation, evaluate the effectiveness of teaching and learning, inform future priorities and targets and support development
* To be responsible for the school calendar each term
* To mentor and guide NQTs
* To oversee and organise the smooth running of playground duties in the school
* To ensure the staffroom has all the correct timetables and playground duties visible
* To review and update school policies together with other members of the SMT
* Meet weekly with the Headmistress and SMT as well as attend other staff meetings
* Undertake teaching and other professional duties as reasonably delegated by the Executive Head

**Safeguarding:**

* The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes in to contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that the child is suffering or likely to suffer significant harm either at school or at home s/he must report any concerns to the School’s Child Protection Officer or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Signed ……………………………………………………………………. (Post holder)

Signed ……………………………………………………………………. (Head)

Date ………………………………………………………………………..