Post: DEPUTY HEADTEACHER **L7-11**

Responsible To: Headteacher

Purpose of Job: To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources and monitor progress towards their achievement.

The deputy headteacher will have school-wide responsibilities in addition to carrying out the professional duties of a teacher.

**Key Responsibilities**

**1 Accountability**

Support the head teacher and governors in accounting for the efficiency and effectiveness of the whole school to relevant stakeholders

**2 Strategic Direction and development of the school**

Support the headteacher in:

2.1 Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all

2.2 Demonstrating the Christian ethos, vision and values of the school in everyday work and practice.

2.3 Promote high expectations for attainment

2.4 Work with outside agencies and stakeholders to inform future action

2.5 Alongside the HT carry out self-evaluation of the school’s performance using a range of monitoring activities and analysis of data.

2.6 Development of school Improvement Plans alongside the headteacher and governing body

2.7 Create costed subject action plans which contribute positively to the achievement of the targets in the School Improvement Plan

2.8 Monitor the progress made in achieving subject/area plans and targets, and evaluate the effect on teaching, learning and attainment.

**3 Leading Learning and Teaching, developing and enhancing the teaching practice of others:**

3.1 Evaluate the quality of teaching and standards of achievement, setting targets for improvement

3.2 Work with the headteacher to raise the quality of teaching and learning and pupil’s achievement

3.3 Provide regular feedback for colleagues and offering support to aid progress towards performance management objectives

3.4 Undertake coaching and mentoring to develop whole staff, teams and individuals to enhance performance.

Model and demonstrate

Exemplify good practice

Undertake shared planning, team teaching etc

Provide guidance on teaching and learning methods/strategies

3.5 Plan, organise and deliver staff meetings.

3.6 Keep abreast of the latest developments in the specific subject area/responsibility and disseminate effectively to other members of staff

3.7 Engage all staff in creating and improving schemes of work and curriculum plans and ensuring these are consistently implemented

3.8 Work with the headteacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits to all

**4 Resource Management**

4.1 Work with the headteacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on self-evaluation

4.2 Work with the headteacher to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment

4.3 Secure and allocate resources to support effective learning and teaching within the subject area

**5. Specific Duties for Deputy Headteacher**

5.1 Deputising for the head teacher in her absence

5.2. To provide professional leadership and management of a key area of the School Improvement Plan as agreed, on an annual basis, with the headteacher

5.3. To be responsible for behaviour policy & practice across the school on a day to day basis.

5.4 Support the headteacher in overseeing asset management and maintaining health and safety procedures and practices

5.5 Review and establish school policies and procedures alongside the headteacher and the governing body

5.6 To take an active role in the Schools Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all children

5.7 To lead the performance management of groups of teachers/teaching assistants

5.8 To identify and pursue leadership and management development opportunities (to be agreed and negotiated with the headteacher who will give support throughout)

5.9. Support the head teacher in the recruitment of teaching and support staff.

5.10 Undertake such reasonable activities as the head teacher and governors may require

**6. Teachers**

6.1. You are to carry out the duties of a school teacher which includes any duties as may be reasonably directed by the headteacher and the accountabilities expected of class teachers at Thurgoland CE Primary School.

6.2. To facilitate learning which enables students to achieve high standards, to share and support responsibility for the well-being, education and discipline of all children in the school.

6.3. All staff are expected to uphold the school’s principles and policies which underpin good practice and the raising of standards, and are expected to uphold and promote the school’s Christian ethos, aims and values.

6.4. All staff will be involved in working together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school.

6.5 Regularly review own practice, set personal targets and take responsibility for own professional development

**Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. The specific focus for the Deputy Head’s work programme will be negotiated and agreed at the beginning of the performance management cycle.**