**Dovery Down Lower School**

**Deputy Head Teacher – Job Description**

**Purpose:**

In partnership with the Head Teacher provide vision and leadership for the school, creating, maintaining and developing the conditions which enable pupils and teachers to achieve effective learning. To ensure that the aims of the school are implemented in accordance with the policies of the governing body, so that the school’s mission is fulfilled.

**Responsibilities:**

Part 1

The range of duties and responsibilities for Deputy Head Teachers as set out in the current School Teachers Pay and Conditions Document.

The Deputy Head Teacher will also need to have regard to the duties and responsibilities of Head Teachers which are set out in Sections 40.1 to 44 (part IX) of the same document.

Part 2

The post requires you to teach children in the age ranges 3 – 9 years, and by example, provide an outstanding professional model in all areas of leadership as required by the Head Teacher.

Part 3

The Deputy Head Teacher will:

1. Deputise for the Head Teacher in all aspects of the management, control and discipline of the school.
2. Be responsible for administrative and managerial duties in collaboration with the Head Teacher as designated.
3. Play a crucial role in raising achievement and improving behaviour across the school.
4. In conjunction with the Head Teacher, implement clear procedures and policies for Assessment and Record Keeping across the whole school.
5. In conjunction with the Head Teacher collate and analyse data on pupil performance and disseminate this to staff to ensure that it informs planning and delivery to positively impact on standards of achievement.
6. Devise and update rotas and timetables for teaching and non-teaching staff.
7. Assist the Head Teacher in the strategic development of Dovery Down Lower School.
8. Be responsible for dissemination of information between staff and informing the Head Teacher of such, as well as assisting in the fostering of good relationships with staff across all phases of the school.
9. Ensure that relationships with parents, persons and bodies outside the school, with officers of the Education Authority and with other educational establishments are developed and maintained.
10. With the Head Teacher, supervise and support the agreed Behaviour Policy of the school.
11. Assist the Head Teacher to allocate and monitor expenditure in particular areas and to help develop / maintain the systems for financial management with the school.
12. Co-ordinate INSET and Staff Development Programmes as necessary, and provide particular support for new staff including Supply Teachers and Students on placements as well as working and supporting individual teachers.
13. Participate in any arrangements for the appraisal of your performance as Deputy Head Teacher and commitment to furthering your professional knowledge and skills through identification of training needs and participating in further training.
14. Assist the Head Teacher closely in monitoring the quality of teaching and learning across the school, setting targets to improve this and ensuring improvements are made.
15. Lead, support and challenge Middle Leaders and Subject Leaders to ensure that there is impact on pupil outcomes.
16. Line manage support staff to ensure optimum deployment of staff based on pupils’ learning needs and ensure whole-school attainment targets are supported and achieved.
17. Assist the Head Teacher in the line management of premises staff.
18. Proactively be involved in all aspects of school leadership and management to ensure thorough preparation for future Headship and the ability to provide outstanding leadership if periods of acting headship are needed.
19. Deliver accurate, honest and challenging messages to staff where necessary to secure outstanding provision across the whole school.
20. Take a key role in the performance management of all staff.

**Key Accountabilities:**

1. **Strategic Direction / Development**

To work with the Head Teacher to develop a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.

1. **SENDCo**

Be responsible for SEND and minority groups throughout the whole school and across transition to our partner Lower, Middle and Upper Schools. The role holds the responsibility for undertaking the SENDCo role and also involves responsibility for other groups of children (Looked After Children; Traveller children; EAL; More Able and other minority and vulnerable groups).

Co-ordinate in liaison with the Senior Leadership Team, the most appropriate and effective intervention programmes in response to and in consultation with class teachers to ensure all pupils, whether targeted or within identified groups, can learn and progress at their best.

Work with governors, parents and a multitude of multi agency professionals in supporting the well being and effective learning of SEND and identified groups of children.

1. **SEND and Inclusion Provision**

* Provide with the support of the Senior Leadership Team, and under the direction of the Head Teacher, a strategic lead in the development of SEND and Inclusion provision specifically to:
* Exercise a key role in assisting the Head Teacher and governors with the strategic development of SEND and Inclusion policy / provision;
* Support all staff in understanding the needs of SEND pupils and ensure the objectives to develop SEND and Inclusion are reflected in the School Development Plan

1. **Teaching and Learning**

* To work with the Head Teacher to secure and sustain effective teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupils’ achievement, and use benchmarks to set targets for improvement.
* Support the identification of and disseminate the most effective teaching approaches for all pupils including those with SEND
* Work with the Head Teacher and staff to develop effective ways of bridging barriers to learning through:
* Assessment of needs
* Monitoring of teaching quality and pupil achievement
* Target setting, including writing IAPs
* Collect and interpret specialist assessment data to inform practice
* Undertake day-to-day co-ordination of SEND pupils’ provisions through close liaison with staff, parents and external agencies
* Work with the Head Teacher, teachers, Lead Support Professional and Teaching Assistants to ensure all pupils’ learning is of equal importance and that there are realistic expectations of pupils
* To teach own class as well as cover other classes when required. Plan for another teacher or HLTA when out of class.

1. **Child Protection and Safeguarding**

Be the Deputy Designated Safeguarding person, working with the Headteacher to support families and children where there are child protection or child in need concerns. Including monitoring vulnerable children where there are safeguarding concerns.

1. **Leading and Managing Staff**

To take responsibility for specific aspects of the leadership, motivation, support, challenge and development of staff in order to secure improvement.

1. **Efficient Deployment of Staff and Resources**

To undertake specific responsibilities in the deployment of people and resources efficiently and effectively to meet specific objectives in line with the school development plan and financial context.

1. **Accountability**

To assist the Head Teacher in accounting for the efficiency and effectiveness of the school to the governors and others, including pupils, parents, staff, local employers and the local community.