



# ***Pirton Hill Primary School***

**Job Title:** Deputy Headteacher

**Grade:** L14 – 18

**Job Purpose:** To work with the Headteacher to lead and support staff in all aspects of the management and organisation of the school.

**Responsible to:** Headteacher

## **Main Duties and Responsibilities:**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **School Ethos**

To support the headteacher and staff in:

- Maintaining the aims and ethos of the school
- Encouraging high standards of behaviour and discipline in children
- The continual drive to raise levels of achievement for all children
- Continuing the partnership with parents and the community

## **PRINCIPAL RESPONSIBILITIES:**

The Deputy Head will undertake all duties required of a qualified teacher identified in the School Teachers' Pay and Conditions Document and will take a significant role in the leadership and management of the school. The main responsibilities will be:

1. To support and deputise for the Headteacher whenever necessary.
2. To work with members of the Leadership team to inform whole school planning and ensure that all school planning supports the aims and objectives of the school to have a broad, balanced and creative curriculum and meets the needs of all pupils.
3. Develop, monitor and assess schemes of work, policy, assessment and teaching strategies, pastoral support systems and safeguarding procedures, consulting with colleagues, identifying strategies to the Leadership Team and the Governing Body, and disseminating developments across the school.
4. Support the Headteacher in the setting and evaluation of school and pupil results and use performance data to inform whole school and individual pupil targets, leading staff in a regular review of progress against targets, implementing change as necessary, ensuring high levels of attainment which meet the needs and potential of all pupils. Assist with the management of the school systems for recording attainment and achievement including the use of ICT software. Monitor progress of target groups and devise and implement initiatives to improve outcomes.
5. Contribute to the school self evaluation process, identifying areas for development as required and incorporating this in school development planning.

6. Organise and monitor the deployment of support staff, including ensuring that arrangements for appraisal and professional development are in place.
7. Monitor the teaching and learning of others, contributing to the school's performance management process and coaching, mentoring and training colleagues across the school.
8. To understand issues relating to the organisation, ordering and funding of resources.
9. To undertake a range of administrative and organisational responsibilities to ensure the effective running of the school including rotas and timetables as required.
10. Ensure personal professional development, being up-to-date in national and local developments, contributing to school networks and clusters and keeping others informed.

**CONTEXT:** All staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. This may also include undertake responsibilities of other Deputy Head Teacher in his/her absence.

*Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.*

*Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on [www.disclosure.gov.uk](http://www.disclosure.gov.uk)*

**CVs will not be accepted for any posts based in schools. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).**