

## **JOB DESCRIPTION**

<b><u>JOB TITLE:</u></b>	<b>DEPUTY HEAD</b>
<b><u>HOURS:</u></b>	As required
<b><u>SALARY SCALE:</u></b>	Leadership Scale Point - depending on qualifications and experience
<b><u>ANNUAL LEAVE:</u></b>	N/A
<b><u>LOCATION:</u></b>	Park Lane Primary School and Nursery.
<b><u>REPORTS TO:</u></b>	The Head of School, who has overall responsibility for the school

### **GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL AND NURSERY STAFF:**

1. To carry out school policy as documented and/or as directed by the Head of School.
2. To present the school and nursery in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school and nursery.
5. To assist in the provision of a high quality educational experience for all children.
6. To assist in the provision of a high quality service leading to reduced inequalities and improved outcomes for children

### **GENERAL REQUIREMENTS:**

1. The Appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher status and other current legislation.
2. Foster good professional relationships with all staff, providing guidance and support in implementing policies and procedures. Promote good relations with parents, governors, volunteers and the wider community, ensuring, as far as possible, the involvement of all in the life and ethos of the school.
3. Demonstrate strategic vision and planning, leading on detailed information and statistical analysis.
4. To take daily operational lead in the good running of the school, including staff disposition and cover.
5. As a senior leader and manager, to meet with the senior leadership team and extended leadership team of the school as required, and to deputise for the Head of School as required by the needs of the school.
6. To deputise for the Head of School in her absence, as required by the needs of the school.

## **DUTIES TO INCLUDE:**

### **Strategic direction and development of the school:**

1. Promote the vision, ethos and policies of the school and promote high levels of achievement.
2. Alongside the Head of School, to provide vision, direction and leadership for Park Lane Primary School in order to build on its strengths and develop it into an outstanding school.
3. In partnership with the Head of School, Governors and the Senior Leadership Team, to develop a strategic vision and plan for the school, to prepare and implement the School Improvement Plan and to evaluate its effectiveness in bringing about improvement.
4. Together with the Head of School, to ensure that Park Lane provides a caring, nurturing environment where children can feel safe, secure and comfortable, enabling them to focus on learning.
5. Together with the Head of School, to communicate effectively with parents and other stakeholders.
6. To act as a sounding board and critical friend to the Head of School, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism.
7. To publicly support all decisions of the Head of School and Governing Body.
8. In all areas, to be faithful to the vision of the school.

### **Teaching and learning:**

1. To provide an example of excellence as the leading classroom practitioner, thereby inspiring, motivating and supporting other staff.
2. To work with the Head of School to secure and sustain high expectations and excellent practice in teaching and learning throughout the school.
3. Together with the Head of School, 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.
4. Alongside the Head of School, to develop a broad, creative curriculum that meets the needs of all pupils and which enriches their learning.
5. To be responsible for the development of the curriculum across the school including Early Years.
6. To promote extra-curricular programmes and ensure effectiveness in raising standards.
7. To promote a culture of high expectations in teaching and learning.

### **Leading and managing staff:**

1. To support the Head of School in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership.
2. To work with the Head of School to lead, motivate, support, challenge and develop all staff to secure continual improvement; including his/her own continuing professional development.
3. To line manage and review the performance of staff members as required.
4. To be responsible for school timetables and ensure staff are always aware of the calendar of events.
5. To play a leading role in curriculum development, particularly by supporting subject leaders in their work.
6. To be responsible for the induction and support of new staff, and the mentoring of newly qualified teachers, work experience and volunteers.

### **Efficient and effective deployment of staff and resources:**

1. In consultation with the Head of School, to deploy staff and resources efficiently and effectively in order to meet the objectives set out in the School Improvement Plan, including absence management.
2. To work with the Head of School and finance team in making budgetary decisions including Pupil Premium.
3. To ensure that the staffroom and communal areas are well organised.

### **Pastoral Responsibilities – Whole School**

1. To gather, analyse and evaluate evidence of children's well-being across the school to inform provision and practice.
2. Support the identification and achievement of performance objectives which will enhance the practice of teachers and support staff.
3. To plan and deliver appropriate Staff Development Meetings and INSET that will support staff in raising standards.
4. To support the Inclusion Manager in evaluating behaviour management throughout the school to inform school self-evaluation and school improvement.
5. To ensure the voice of pupils in representing in leadership decision-making, e.g. School Council.

### **Accountability:**

1. To be an effective member of the Senior Leadership Team and be actively involved with the day to day management of the school.
2. To ensure that standards and achievement across the school is good to outstanding for all pupils.
3. To ensure that teaching and learning across the school is good to outstanding for all pupils.
4. To ensure all staff have access to professional development to ensure standards and achievement are at optimum.

### **ENTITLEMENTS:**

The Head of School and Governing Body are fully committed to ensuring the professional effectiveness of the senior teacher in this role through:

1. The provision of leadership and management time.
2. Appropriate induction to the role and support for the provision of professional development opportunities.
3. Access to coaching, mentoring and career development planning.
4. Access to appropriate, externally accredited leadership development.

This job description describes the way the post holder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school/centre at the discretion of the Head of School and following consultation with you. This job description does not form part of the Contract of Employment.

Signed: .....

Date: .....

D.Wilson  
January 2018