# Beech Grove Primary School

**Job Title:** Deputy Head teacher (L7-11)

**Responsible to:** Head teacher and Board of Governors

### Job Purpose:

* To carry out the general and specific professional duties as set out in the current 'School Teachers’ Pay and Conditions Documents', and to be a member of the Senior Leadership Team (SLT), taking part in the decision making process of the School.
* To provide leadership for key strategic areas across the school.
* To provide leadership for a Key Stage that secures outstanding achievement.
* To provide leadership of a core area of the curriculum across the whole school which secures improvements.
* To support the HT on systems and processes regarding Child Protection and Safeguarding across the school.
* To provide leadership for Staff Induction, NQT mentoring and Students in ITT.
* To provide leadership for securing good outcomes for all pupils, including those on Pupil Premium.

### Duties:

The Deputy Head teacher will:

* Assist the Head teacher in determining general school policy and ensuring its implementation
* Assist the Head teacher in managing the School on a day-to-day basis, including taking responsibility for whole school timetabling and cover arrangements.
* Contribute to the development of the general school ethos and its mission Statement and aims.
* Support, follow and implement the School’s policies and procedures as set out in the School’s handbook.
* Assist in the production and implementation of the School Development Plan following whole school involvement.
* Prepare and take school assemblies.
* To work with SLT to monitor and evaluate the quality of teaching & learning in school in line with agreed school procedures including evaluation against quality standards and performance criteria.
* Show an excellent standard of teaching and promoting a high level of learning within the pupils
* To monitor and evaluate planning, teaching and learning along with SLT and subject/aspect leaders.
* To keep abreast of all developments in the teaching of the areas of learning including reports from Ofsted and relevant research bodies.
* On a day-to-day basis, manage and lead staff and conduct appraisals for the staff they line manage, including conducting support processes for any underperforming staff.
* To continue own professional development as agreed with the Head teacher
* To promote teamwork and to motivate staff to ensure effective working relations.
* To contribute to school procedures for lesson observation and self-evaluation.
* To attend relevant meetings in line with the post.
* Plan and teach classes to provide cover for colleagues to receive PPA, CPD or occasional temporary sickness cover.
* Use Leadership and Management (LM) time effectively.
* Manage the school in the absence of the Head teacher.
* Be responsible for promoting and safeguarding the welfare of children for whom he/she is responsible or comes into contact.
* To organise student teacher placements and work experience placements throughout the year.
* To support with the induction of new staff.
* To act as a student mentor and NQT mentor when required.
* Any other reasonable duties and responsibilities commensurate with the post that the Head teacher directs.

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### Leadership of Teaching and Learning

* Analyse and interpret relevant national, local and school data, using the findings to identify priorities for the teaching of these areas.
* To improve the quality of teaching and learning for all pupils including those in vulnerable groups.
* The improvement should be achieved by developing appropriate policies, practices and expectations together with challenging targets and teaching methods, in order to create and implement effective action plans which support pupils.
* Understand the relationship and role of all areas of English teaching, to the broader curriculum.
* Know and implement any relevant statutory requirements for the Curriculum, assessment, recording and reporting of pupil attainment and progress.
* Have a thorough and up-to-date knowledge of the National Curriculum, its programmes of study (including ARE descriptors) together with research and developments into new ideas related to teaching pedagogy.
* Demonstrate the characteristics of good/excellent teaching and implement strategies that bring about improvement and sustained high standards of teaching, learning and attainment for all pupils.
* Ensure complete coverage of the National Curriculum along with continuity and progression for all pupils, including those of high ability and those with special educational needs.
* Ensure that teachers are clear about teaching objectives and that these are communicated to the pupils.
* Ensure that the appropriate level of guidance is provided, for all members of staff, on the choice of appropriate teaching and learning methods to meet the needs of teaching pupils of different abilities.
* To support staff in the implementation of the school’s Behaviour Policy.
* Facilitate the effective development of pupils’ literacy, numeracy and ICT skills through the relevant subject and to integrate with other areas of the Curriculum.
* To ensure that the scheme of work and modes of teaching and learning, support the School’s implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.
* To manage the budget and resources effectively for the agreed areas.

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### Strategic Area of Responsibility:

### This will be agreed with the successful candidate and the job description for this area will be written accordingly on appointment.

### Line Management Responsibility

The DHT will be responsible for line managing:

* The Key Stage Phase Leader
* Teaching Staff
* Teaching Assistants

The Deputy Head Teacher will also be responsible for mentoring NQTs and Students in ITT.

To be accountable at all times to the Head teacher.

The Deputy Head teacher would also be expected to adhere to the responsibilities of a teacher as described in the Class Teacher job description.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either.*

*The Head Teacher reserves the right to rotate leadership responsibilities across the Senior Leadership Team over time in order to ensure staff are able to gain experience in a broad range of areas of leadership across the school.*

Signed: (Postholder) Date: \_

Signed: (Headteacher) Date:

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