



## **Thornhill Primary School**

### **Job Description: Deputy Head Teacher**

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time, guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.

#### **Leadership and Management Role**

The aim is that the Deputy Head Teacher is expected to contribute to a strategic view for the school in its community and to analyse and plan for its future needs and further development within the local, national and international context by:

- Providing an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff.
- Working with the Head Teacher to sustain high expectations and excellent practice in teaching and learning throughout the school.
- Working with the Head Teacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development.
- Lead and support subject leaders so that the curriculum is exciting and challenging and meets the needs and interests of our children. Plan an effective programme of monitoring so that outcomes continue to improve for all learners.
- Play a full part in the planning and organisation of all school activities, functions and events; including an active involvement in the extra-curricular life of the school.

Ensure that the percentage of pupils achieving / exceeding expected standard rises to be in line or above national at the end of EYFS, KS1 and KS2.

#### **Safeguarding and promoting the welfare of the child:**

All staff must make themselves aware of the systems within school which support safeguarding. This includes the school's safeguarding/Child Protection Policy, Staff Code of Conduct and the role of the designated safeguarding lead. All staff members must be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

1. Know about data protection issues in the context of this role.
2. Understand that different confidentiality procedures may apply in different contexts.
3. Be responsible for promoting and safeguarding the welfare of children that you come into contact with.

4. Have knowledge of the most recent legislation.

Sharing Information:

1. Be aware that different types of information exist; confidential, personal data, sensitive and appreciate the implications of those differences.
2. Attend meetings, training days and team meetings with the Head Teacher and know how to share information.

General:

1. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
2. To undertake any other duties of a similar level and responsibility as may be required.

*This job description will be supported by an Annual Job Plan which will list distinct key tasks and responsibilities from each assistant head in the school year. These will be derived from the School Improvement Plan and from other school priorities.*

*The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and the Council's Equal Opportunities Policy, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.*

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*