



Newton Farm Nursery, Infant & Junior School

Deputy Head Teacher Job Description

We are looking for an inspirational teacher/leader who will make an impact on the outcomes for our children. We are prepared to tailor the position to ensure we find the right candidate who will fit into our dedicated team.

Leadership and Management

1. Work with the Head Teacher, Senior Leadership Team, staff and governors in the development, implementation and review of school improvement plans. This will include regular monitoring and evaluation of standards and quality of provision, supporting school governance by attending meetings where appropriate and ensuring that all staff and governors are able to play an active and informed part in school development.
2. Work in close partnership with the Head Teacher as required for the effective day-to-day management of the school and the school community.

This will include, but is not limited to:

- Leading collective worship/assembly
- Take responsibility for all members of the school community.
- Organising and leading staff meetings, inset days and other training events
- Deployment of teaching staff/support staff, including supply/cover staff
- Recruitment, induction and mentoring of staff
- Hosting and organising whole school events such as open days and parents evenings
- Responding to the views, needs and requests of children, staff, parents/carers, governors and visitors
- Safeguarding and pupil welfare issues
- Representing the school within its collaborative groups/clusters, helping the school to play its full role within these groups and clusters.
- Developing, implementing and reviewing policies
- Developing, implementing and embedding the rights respecting ethos of the school.

3. Work with the whole staff to develop a strong learning environment that is built on high expectations of learning, work, performance, academic achievement and behaviour to deliver well-rounded members of society.

4. Take a leading role in the systematic monitoring of the quality of teaching and learning and feedback/follow up with the staff to ensure consistent high-quality provision and outcomes for all pupils.
5. Take a leading role in improving the effective use, analysis and reporting of school data to raise standards and ensure that the school monitors and responds to the learning needs of individual children and groups of children.
6. Be prepared to lead a core subject effectively within the school ensuring that high standards and effective systems/processes can be used as an example for others at the school.
7. Take a leading role, alongside middle leaders, in the school's pupil progress meetings and target setting/review processes.
8. Share responsibility for and support the improvement of levels of attendance and punctuality across the school in particular the attendance of those children who are frequently absent.
9. Work alongside the Head Teacher in the appraisal of teachers and support staff.
10. Be a Safeguarding lead at the school
11. Lead by example and model the values and vision of the school

Teaching, Learning and Assessment:

1. Be a model of 'excellence' as a teacher and leader, both academically and emotionally, inspiring and motivating other staff to do their very best.
2. Support and help shape the teaching of all children within the school by sharing, building and promoting models of outstanding classroom practice.
3. Work with the Head Teacher, middle leaders and school staff to sustain and build on high expectations and build on consistent excellent practice in teaching and learning throughout the school.
4. Play a key role in leading and developing the wider curriculum at the school, ensuring that the offer is diverse, progressive and of high quality for all learners, thus ensuring all children are able to engage with school life and each child's unique skills and talents are celebrated.
5. Monitor and evaluate the quality of teaching and standards of pupils' achievement and implement targets and actions for improvement, offering challenge and support to staff.
6. Ensure that all children who join the school are appropriately inducted and supported, and that an early and accurate assessment of their levels of achievement and learning needs is obtained and share with the class teacher and other staff e.g. SENCO as appropriate.
7. Ensure that the school collects and makes available accurate and timely assessment data to track the progress of individuals and groups in order to plan and affect targeted, appropriate and timely support for individuals and groups of pupils according to their different needs and abilities.

8. Identify, research and resource the most effective teaching and learning approaches for the individual and groups of children and liaise with class teachers, SLT and other leaders to ensure there are effective plans and provision in place including SEND, Pupil Premium, EAL, LAC and more-able children.

9. Be a leader of assessment within the school

Other duties and responsibilities include, but are not limited to:

- Deputising for the Head Teacher in his absence.
- Taking a major role in the day-to-day running of the school to ensure its smooth running.
- Support staff as required in regard to meeting and conferencing with a range of stakeholders, such as parents/carers or other agencies.
- Co-lead and organise/attend a range of school events/activities as appropriate.
- Contributing to a positive ethos for learning and behaviour.
- Helping the school to engage with the wider community, including Friends of Newton Farm.
- Assisting in the line management and training of staff including, but not exclusively, teachers, teaching assistants, midday supervisors, staff support in order to ensure children receive appropriate, focused and effective support for learning, behaviour and achievements. This will include timetabling, deployment and allocation of duties and tasks.
- Organising cover for staff absence as required.
- Organising CPD for staff and evaluating its impact.
- Assist and support the appointment and induction of new staff.
- Being the assessor/organise mentors for any NQTs or student teachers.
- Proactively engage and liaise with parents/carers, partners, the community and external agencies to enrich the school's range of support and expertise.
- Undertake such reasonable activities as the Head Teacher and Governors may, from time to time require.
- Manage general stock orders.
- Share responsibility with the SLT for H&S monitoring.
- Lead and support the school in the pursuit of various awards and award re-accreditation.