

# Deputy Headteacher: Job Description

**Post:** Deputy Headteacher

**Grade:** L 16-20

# Responsible to: Head of school

**Key Responsibilities:**

**Qualities and Knowledge**

* In partnership with the head of school and SLT, establish and implement an ambitious, world class vision and ethos for the future of the school.
* Have a range of recent experience teaching across the primary age range
* Be an excellent role model, exemplifying a high standard of teaching, and promoting high expectations for all.
* Have an excellent knowledge and understanding of what makes EYFS, KS 1 and KS2 outstanding in practice and outcomes, with an ability to draw upon research and awareness of excellent practice
* Fully support the development of a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
* Create, maintain and enhance effective relationships with the ability to challenge, empower, inspire and motivate others
* Keep abreast of the latest developments in education and educational research, including EEF initiatives and be able to disseminate effectively to other members of staff
* Acknowledge the responsibilities and celebrate the achievements of individuals and teams
* Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
* Develop and maintain a culture of high expectations for self and others
* Regularly review own practice, set personal targets and take responsibility for own professional development

**Pupils and Staff**

* To take a strategic role in the School’s Leadership Team, contributing to the identification of areas for improvement, which lead to outstanding standards of teaching and achievement for all children
* Develop whole staff teams and individuals to enhance performance through;

-Undertake coaching and mentoring

-Planning, organising and delivering staff meetings, where necessary bringing in outside speakers Plan, delegate and evaluate work carried out by team(s) and individuals

* Provide evaluative feedback for colleagues in a way which recognises effective practice and supports their progress against performance management objectives, resulting in a positive impact on pupils’ learning and achievement
* Manage the day-to-day effective organisation and running of the school including employed and supply staff, as appropriate.
* Support the induction of staff new to the school and those being trained within school.
* Take a lead role in the effective management of health and safety, including the welfare of pupils and staff
* Take responsibility, by being the Deputy Safeguarding Lead, for promoting and safeguarding the welfare of children and young people within school.

**Systems and Processes**

* Undertake the professional duties of the Deputy Headteacher reasonably delegated to you by the Head of school
* Undertake the professional duties of the Head of school, in the event of the absence of the head of school
* Work with the Head of school to raise the profile of teaching throughout the school through rigorous staff performance management.
* Work with the Head of school and SLT to deliver an appropriate programme of professional development for all staff, in line with the ‘School Improvement Plan’, ‘PP and sports action plans’ and performance management policy
* Work with the Head of school to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation
* Work with the Head of school to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment
* Undertake any professional duties, reasonably delegated by the Head of school
* Promote the positive involvement of Parents/Carers in school life and take a lead role in developing parent/pupil & staff forums
* Work with the SLT to strengthen partnership and community working.
* To have a key role in leading an aspect of development across the planned Derby Hub

**Self-improving school system**

* Work with the head of school to engage all staff in the creation of, consistent implementation and improvement of learning through the development of school self-evaluation, school improvement plans, including PP and sports premium plans
* To lead on specific areas of school improvement as decided termly/ annually, ensuring there is positive impact on pupil outcomes and development
* Work with the Head of school to build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
* Be committed to your own professional development
* Implement successful performance management processes with allocated team of staff

**Equal Opportunities**

* To support the school’s Equal Opportunities policy

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* This job description will be reviewed at regular intervals and is subject to change by agreement as the needs of the school evolve.

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| Post Holder (signature): |  |
| Date: |  |
| Head of school (print name): |  |
| Head of school (signature) |  |
| Date: |  |