

**Job Description**

**Core Purpose of the role**

The core purpose of the Deputy Headteacher role is, under the guidance and support of the Headteacher, to provide strategic leadership and day-to-day management of the school to enable it to achieve the highest standards in all aspects of its work. To do this, the Deputy Headteacher will:

* Formulate the aims and objectives of the school with the Headteacher and other members of the SLT.
* Evaluate school performance and identify priorities for continuous improvement.
* Monitor progress towards the achievement of the school’s aims and objectives.
* Promote excellence, equality and high expectation for all pupils.
* Provide vision, leadership and direction.
* Implement the intent of the curriculum and lead/develop subject leads.
* Be responsible for the standards and curriculum of all pupils and the monitoring of progress towards achievements of all groups.
* Manage pupil premium.
* Lead assessment practice across the school supporting robust and consistent practice.
* Deploy resources to achieve the school’s aims.
* Take full responsibility for the school in the absence of the Headteacher.
* Carry out the professional duties of a class teacher as required.
* Take responsibility for safeguarding issues as appropriate.
* Secure the commitment of the wider community.
* Create a safe, productive learning environment in which pupils are engaged and fulfilled.
* Promote and safeguard the welfare and health and safety of children and young people within the school as stated within the safeguarding policy.
* Work effectively with the School’s Headteacher and Governing Body.

**Shaping the Future**

* Create a shared vision and strategic plan for the school within its community.
* Ensure that the agreed vision is clearly stated, understood, shared and acted upon in a positive way by all stakeholders.
* Plan for the future needs and further development of the school within the local, national and international context.
* Develop the ethos of the school linked to its core aims and values.
* Implement school self-evaluation and quality assurance procedures and ensure the school achieves its performance targets whilst including leaders and staff at all levels.
* Work with all stakeholders to motivate and generate enthusiasm and commitment to ensure continuous school improvement.

**Strategic Direction**

* Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
* Communicate the school’s vision compellingly and drive strategic leadership.
* Promote a culture of inclusion within the school community where all views are values and taken into account.
* As a member of SLT, work together to establish and implement an ambitious vision and ethos for the school.
* Undertake a range of self-evaluation activities in order to assist the identification of the school’s weaknesses and strengths.
* Contribute towards developing and building effective teams across the school.
* Provide information and advice to the Headteacher and Governing Body and support the accountability process throughout the school.

**Leading Learning and Teaching**

* Demonstrate and articulate, high expectations and set stretching targets for the whole school community.
* Create an environment where all children can excel and achieve success.
* Implement effective strategies which secure high standards of behaviour and attendance.
* Be an excellent role model, exemplifying a high standard of teaching and learning.
* Monitor the quality of teaching and learning and evaluate the standards of pupil achievement by using benchmarks and set targets for improvement.
* Secure and sustain outstanding teaching and learning throughout the school by modelling outstanding teaching for others.
* Lead the development and review of all aspects of the curriculum, including planning, recording, reporting, assessing and developing an appropriate, relevant and engaging curriculum for all.
* Ensure that all children receive an excellent education through a curriculum designed to promote a stimulating style of learning in a safe & healthy school environment.
* Monitor, evaluate and review classroom practice and promote improvement strategies to: challenge and deal with underperformance; support vulnerable children to make exceptional progress and challenge gifted and talented pupils.
* Make accurate judgements about the quality of teaching and learning in order to support further improvement and to ensure that challenge is being provided.
* Raise standards through staff performance management.
* Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
* Ensure that learning is at the centre of strategic planning and resource management.
* Ensure a consistent and continuous school-wide focus on pupil achievement, using data and benchmarks to monitor progress to ensure all pupils attain their full potential.
* Keep up to date with changes and developments in education.

**Developing Self and Working with Others**

* Work in partnership with the Headteacher, Governing Body and others to develop effective relationships and communication, with children, staff, parents/carers, external partners and the community.
* Be an excellent role model for both staff and pupils and demonstrate a love for learning and a desire to achieve excellence.
* Take responsibility and accountability for identified areas of leadership including progress data and target setting.
* Challenge, influence and motivate others to attain high goals.
* Work with all staff to build effective teams and generate a strong sense of mutual support in achieving the school’s vision.
* Treat everyone within the school fairly, developing a culture of personal responsibility, continuous improvement and recognition for excellent achievement.
* Ensure a high standard of professional development within the staff and for self.
* Contribute appropriately to CPD for all staff, including coaching and mentoring in line with school improvement plans.
* Foster an open, fair, equitable culture where conflict is quickly resolved.
* Support collaborative approaches to learning within the school.
* Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and responsibilities in a manner consistent with their conditions of service.
* Ensure the development of middle leaders, especially those inducting new teachers and support staff.
* Ensure that trainees, newly qualified teachers and new staff are appropriately trained, monitored, supported and assessed.
* Give and receive effective feedback and act to improve personal performance.
* Develop and support staff and hold them to account where necessary.
* Together, with the Headteacher, lead the performance management process for identified staff and participate in arrangements for appraisal.

**Managing the Organisation**

* Manage the school efficiently and effectively on a day-to-day basis including the deployment of staff as appropriate.
* Provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous evaluation.
* Ensure that a consistent approach to standards of behavior, punctuality and attendance is implemented throughout the school.
* Ensure effective communication throughout the school according to the agreed systems.
* Implement the policies and procedures necessary to achieve the school’s vision.
* Lead regular reviews of school systems to ensure that statutory requirements are being met and improved on where necessary.
* Ensure effective development of all resources (financial or other) to enhance the quality of learning at the School.
* Ensure that the school complies with all relevant legislation regarding its environment, operation and working practices.
* Ensure that the environment of the school is maintained to a high standard to develop a sense of pride and that buildings and site, meet the needs of the curriculum and Health and Safety regulations.
* Undertake responsibilities as defined in all relevant Health and Safety policies and ensure that appropriate risk assessments are undertaken before sanctioning participation in any potentially hazardous activity.
* Undertake key activities related to personnel, professional or HR issues e.g. matters of managing sickness absences
* Undertake any professional duties as delegated by the Head Teacher.

**Secure Accountability**

* In partnership with the Headteacher, lead and support the staff and Governors in fulfilling their responsibilities with regards to the school’s standards and performance.
* Support the Headteacher in reporting the school’s performance to its community, key stakeholders and partners.
* Promote and protect health and safety, wellbeing and safeguarding of staff and pupils.

**Strengthening Community**

* Promote a school culture and curriculum which will take account of, and actively support, the diversity of the school’s communities and children.
* Build and strengthen the positive image of the school in the wider community.
* Develop effective partnerships with local organisations and groups within the community to enhance pupil engagement and improve outcomes.
* Develop and maintain an effective partnership with parents and carers to support, improve and celebrate pupils’ achievement and personal development.
* Organise and lead meetings with parents and carers to promote partnership and ensure positive outcomes for pupils.
* Develop and maintain contact with support services and outside agencies.
* Promote positive and effective relationships with colleagues in other schools.

**Pupils and staff**

* Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff to ensure that the best possible outcomes are achieved for all children.
* Help to create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
* Ensure and develop excellent teaching in the school, including through training and development for staff.
* Identify emerging talents and coach current and aspiring leaders.

**As a Practitioner:**

* Demonstrate outstanding classroom practice across all phases of the school. The post is non class based but the post holder will required to undertake some teaching duties when appropriate to raise standards.
* Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
* Seek training and continuing professional development to meet own needs.
* Be committed to achieving the best outcomes for all pupils and promoting the ethos and values of the school.
* Demonstrate a good understanding of the Haringey context.
* Have the ability to work under pressure and prioritise effectively.
* Be committed to maintaining confidentiality at all times.
* Demonstrate a commitment to safeguarding and equality.