

**Job Description**

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| **Post Title:** | **DEPUTY HEAD TEACHER** | **Post No:** |  |
| **School:** | Lessness Heath | **Grade:** | Bexley L14-L18 |
| **Based** | Bexley | **Full Year** | Full Time |
| This appointment is subject to the current conditions of employment of Deputy Head Teachers contained in the School Teachers’ Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school’s articles of government.  This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*.*  *This job description may be amended at any time following discussion between the Head Teacher and member of staff and will be reviewed annually.*  The post holder, in addition to the requirements of a class teacher, will be required to undertake the following areas of responsibility and key tasks: | | | |
| **Strategic direction and development of the school** -in cooperation with, and under the direction of, the Head  Teacher to:   * support the vision, ethos and policies of the school and promote high levels of achievement; * support the creation and implementation of the school improvement plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it; * support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work; * support the evaluation of the effectiveness of the school’s policies and developments with particular emphasis on the School Self Evaluation Form; * ensure that parents/carers are well informed about the school curriculum, its targets, children’s attainment and their part in the process of improvement. * enable the views of both parents/carers and children to be heard and considered * to promote opportunities for networking with others schools | | | |

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| **Teaching and learning** - to:   * take responsibility for the development and monitoring of a curriculum area(s) or whole school curriculum aspect(s), as agreed from time to time; * support the head teacher in the monitoring of the quality of teaching and children’s achievement including the analysis of performance data; * support the head teacher in developing links with parents/carers, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children’s personal development; * lead in the improvement of learning and teaching through policy development and implementation; * model and advise on good practice and mentor colleagues to identify and meet objectives for improvement. |
| **Leading and managing staff** - to:   * support the head teacher in developing positive working relationships with and between all staff and provide sustained motivation; * lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes; * support the Head Teacher in the implementation of the school’s performance management policy. |
| **Effective deployment of staff and resources** - to:   * support the Head Teacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities; * manage the school effectively in the absence of the Head Teacher; * support the Head Teacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children’s personal development needs are met; * work with the Head Teacher and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money. |
| **General** - to:   * provide information and advice to the Head Teacher and governing body and support proper accountability processes throughout the school; * promote equal opportunities within the school and to seek to ensure the implementation of the school’s equal opportunities policy. |
| **Specific responsibilities** - to;   * take on specific tasks related to the day to day administration and organisation of the school; |
| **School specific responsibilities and tasks:**   * take on any additional responsibilities which might from time to time be determined. |