



GENERIC JOB DESCRIPTION FOR DEPUTY HEADTEACHER

Each Deputy Headteacher is a member of the Leadership Team and reports to the Headteacher. In addition, the Deputy Headteacher will:

1. Deputise for the Headteacher in his absence.
2. To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
3. To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.

Ethos

4. Proactively work to improve pupil learning
5. Encourage the achievement, enjoyment and satisfaction of students and staff in their daily work.
6. Lead assemblies to promote the school aims.
7. Ensure that they and the staff that they line manage understand and are fully committed to the DFE and Bucks County Council guidance on Safeguarding Children and Safer Recruitment.

Leadership and school improvement

8. Take responsibility for specific targets in the School Development Plan (SDP) aimed at improving pupil learning and outcomes.
9. Edit and maintain sections of the School Self Evaluation Document (SEF) related to their areas of responsibility and identify areas of cross over and inform other members of the SLT of their work and its impact on sections they do not edit.
10. Contribute significantly to the development, monitoring and evaluation of the SDP.
11. Meet weekly with the Headteacher and the Leadership Group on matters of policy and improvement planning.
12. Chair one or more staff groups and take the lead on policy development, school improvement and/or operational matters.
13. To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports
14. Keep abreast of national and local developments to inform decision making with the Headteacher and other Deputy Headteacher and provide recommendations for decisions based on research and evaluation of different options and an analysis of costs and benefits.
15. Participate in departmental reviews and take a leading role in those that the Deputy Headteacher line manages.

Learning

16. Share responsibility for the learning, pastoral and personal development and outcomes of all pupils.
17. Effectively line manage, celebrate successes and hold to account up to 6 specific Heads of Department and/or Heads of House.
18. Effectively line manage, celebrate successes and hold to account support staff in their areas of responsibility as directed.
19. Monitor and evaluate aspects of the school's work, including teaching and learning and assessment in specific subject departments.
20. Promote cross curricular work and the development and implementation of cross-curricular policies.

Staff

21. Provide support for teaching and support staff colleagues, with the aim of providing a secure and friendly environment for their work and professional development.
22. Carry out Performance Management and Appraisal reviews.
23. Promote the professional development of staff.



Embracing Challenge



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24. Manage and assist in the appointment of staff following the school's Safer Recruitment policy.

Community & Beeches Learning & Development Trust

25. To carry out leadership of specifically identified responsibilities across all schools within the Trust.
26. Attend school events and activities as required by the Headteacher.
27. To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education.
28. Represent the school at external meetings and other events.
29. Contribute to the school's programme of income generation.
30. To assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
31. To assist liaison with other professional bodies, agencies and services.
32. Carry out a share of supervisory duties in accordance with published rosters.

In addition to these responsibilities, each Deputy Headteacher has specific responsibilities which may change periodically to reflect their own professional development needs and priorities in the SDP.

This generic job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

In addition to generic job descriptions all members of the Leadership team have specific job descriptions identifying more fully their specific areas of leadership and responsibility.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time and have regard to section 52 and other relevant sections of the School Teachers' Pay and Conditions of Document 2017.