



**Southwark Diocesan
Board of Education**

Christ Church C of E Primary School
Shooters Hill
London
SE18 3RS
020 8856 4513

Deputy Headteacher Job Description

General Responsibilities:

The Deputy Headteacher will take a central role in working in partnership with the Headteacher and Governing Body to improve our school further in accordance with our Christian ethos and our school improvement planning.

The Deputy Headteacher will be an exceptional, qualified primary teacher with experience across the age range. The Deputy Headteacher will play a key role in developing and delivering the school's vision working strategically and effectively with all stakeholders to build on the current successes of the school and secure future improvements. He/she will establish strong and positive relationships with children, colleagues, parents / carers and governors. The Deputy Headteacher will actively and demonstrably promote high achievement, expectations, aspirations and entitlement through building and implementing agreed school policies and procedures. The Deputy Headteacher will lead by example with his/her practice, and by positively encouraging and supporting all members of staff to ensure excellent provision for all children, an engaged, motivated community and a caring environment where everyone is valued. The Deputy Headteacher will share the responsibility with the Headteacher for championing the Christian ethos of the school and aiding the spiritual development of the pupils and staff.

He/she will to demonstrate high standards of personal integrity, loyalty, discretion and professionalism. The Deputy Headteacher will be an aspirational individual, committed to their own leadership development and be flexible within their approach to supporting the needs of the school within a continually changing educational climate. The Deputy Headteacher will be committed to developing the 'whole child'. They will be carefully considering the needs of the school and of the individuals within it, keen to help the children develop not just their academic skills, but help them to become well-rounded members of society.

The functions and specific responsibilities below are to be undertaken in conjunction with the duties of a Deputy Headteacher as defined in the Teachers' Pay and Conditions Document.

Leadership and Management:

1. Work with the Headteacher, 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, and deputise for, the Headteacher in his absence as required in the effective day-to-day management of the school and the school community.

This will include, but is not limited to:

- Leading collective worship
 - Share with the headteacher (and the Vicar) the spiritual and pastoral care 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 Christian 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 actions with staff to ensure consistent high-quality provision and outcomes for all pupils.
 5. Take a leading role in improving the school's effective use, analysis and reporting of data to raise standards and ensure that the school monitors and responds to the learning needs of all 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. Take a leading role in monitoring the progress and attainment of disadvantaged pupils, including those eligible for pupil premium, and identifying and addressing barriers to their learning and achievement.
 9. 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.
 10. Work alongside the Headteacher in the appraisal of teachers and support staff.
 11. Be a Safeguarding lead at the school.

Teaching, Learning and Assessment:

1. Be a model of “excellence” as a teacher and leader, both academically and spiritually, inspiring and motivating other staff to do their very best.
2. Support and help to shape the teaching and learning of all children within the school by sharing, building and promoting models of outstanding classroom practice.
3. Work with the Headteacher, 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, 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 shared with the class teacher and other staff eg 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 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.

Specific Responsibilities:

The Deputy Headteacher has, along with all other colleagues, responsibility for ensuring the best possible well-being, progress and achievement for all children.

The key roles of the Deputy Headteacher are:

- Take a leading role in the school’s effective use, analysis and reporting of data to ensure that the school monitors and responds to the learning needs of all children and groups of children. This includes monitoring the progress and attainment of disadvantaged pupils, including those eligible for pupil premium, and identifying and addressing barriers to their learning and achievement.
- Take a leading role in the day to day coaching of teaching and learning. This includes monitoring of the quality of teaching and learning and feedback/follow up actions with staff to ensure consistent high-quality provision and outcomes for all pupils
- Take a leading role in developing an exciting and broad school curriculum that ensures equality of access and excellence for all learners. This role includes offering support and challenge to individual subject leaders so that collectively the school curriculum is both strong and diverse.
- Take a leading role in embedding and developing the Christian ethos of the school.

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

- Deputising for the Headteacher in his absence
- Taking a major role in the day-to-day running of the school to ensure its smooth running
- Support class teachers 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
- Assisting in the line management and training of staff including, but not exclusively, teachers, teaching assistants, midday supervisors, after-school club staff support in order to ensure that children receive appropriate, focused and effective support for learning, behaviour and achievement. This will at times 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 with the appointment and induction of new staff
- Being the assessor / organise mentors for any NQTs or students
- 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 Headteacher and Governors may, from time to time require