



LION ACADEMY TRUST – POST DEFINITION
JOB DESCRIPTION: DEPUTY HEADTEACHER
TERMS OF EMPLOYMENT: Permanent
SALARY: L13-L17 (Outer London)

CORE PURPOSE

To lead learning in a Lion Academy Trust school and guide staff in developing consistent practice in teaching and learning ensuring high quality learning opportunities, pastoral care, safeguarding and behaviour through the management of behaviour, teaching and learning, attendance, pupil engagement, parental engagement, extended services and school organisation.

This is so that all children achieve the highest standards of attainment and achievement.

CORE DUTIES

CLASS TEACHER

To carry out the duties and responsibilities for class teachers as detailed in the most recent version of the School Teachers Pay and Conditions Document (STPCD 2018) and meet the requirements of the Teaching Standards. The Deputy Head Teacher may be expected to teach a class in the school if required and teach specialist subjects when required.

With the support and direction of the Executive Head and the Head of School

PROFESSIONAL DUTIES

The Deputy Head Teacher in addition to carrying out the professional duties of a teacher, including those duties particularly assigned by the Executive Head or the Head of School.

SPECIFIC CORE DUTIES

Play a major role under the overall direction of the Executive Head and Head of School in:

ETHOS AND VISION

- Maintain and continue to develop the ethos of the school in line with the Lion Academy Trust Expectations
- Contribute to the strategic development of the school as part of the senior leadership team. This includes monitoring and evaluating of practice in teaching and learning, provision for ECM, Pupil Voice, Behaviour, Attendance and Parental Engagement, as part of the Lion Academy Trust self-evaluation process and the development of the school improvement plan.
- Promoting and supporting decisions/policies agreed by the senior leadership team and the Lion Academy Trust
- Establishing the policies through which they shall be achieved;
- Managing staff and resources to that end; and
- Monitoring progress towards their achievement.
- Promote creativity, innovation and the appropriate use of technologies to achieve excellence
- Supporting the Executive Head and Head of school in trying to ensure that change is implemented effectively and smoothly
- Ensuring that the school vision is clearly and effectively articulated shared and understood
- Ensure that the ethos and practices in the school reflect the principles of ECM

LEADERSHIP AND MANAGEMENT

- Develop, motivate and lead staff to achieve the highest possible standards in line with the vision of the trust
- Build a collaborative learning culture within the school and actively engage with other schools and agencies to build effective learning communities
- Manage change effectively
- Keeping abreast of educational developments and associated funding streams through your own professional training and research.
- Maintain sound procedures for security, supervision, and maintenance of the school environment ensuring that all health and safety regulations are met
- Manage professional development whilst ensuring work life balance
- Advise the Executive Head, Head of School and Advisory Body as required
- Ensure that all responsibilities delegated by the Trust Board and Advisory body are carried out
- Develop and where appropriate manage, high quality, affordable extended services
- Support and assist the Executive Head, Head of school within the structure of the Senior Leadership Team
- Work collaboratively with the Executive Head and Head of School and Local Advisory Body to review and implement school policies
- Undertake responsibility for a coordinated approach to monitoring and evaluating the quality of teaching and learning across the school
- Lead and coordinate CPD for teaching staff across the school
- Undertake responsibility for the induction of new staff, including NQTs
- Carrying out appraisal of staff as part of the Lion Academy Trust Appraisal Policy
- To mentor NQTs, GTPs and other students as required
- Helping to maintain outstanding behaviour around the school at all times and specifically carrying out one dinner time duty per week
- Work in collaboration with other senior and middle leaders to ensure a cohesive whole school approach to improvement priorities
- Contribute to School Self-Evaluation (SEF) and the School Improvement Plan (SIP) assuming responsibility for those areas determined by the Head of School
- Attend Advisory Body meetings as and when required
- Deputise for the Head of School in the event of their absence

TEACHING, LEARNING AND CURRICULUM STANDARDS

- Lead in the design, implementation of a curriculum, which inspires, engages and motivates all pupils.
- Ensure consistent and continuous schools wide focus on assessment and achievement using appropriate data and benchmarks to set, monitor, and track and evaluate individual pupil progress.
- Challenge and remedy underperformance.
- Provide nurturing and attentive pastoral care for all pupils
- Ensure exemplary behaviour and attendance.
- Ensure the school, phase and additional services provides a high quality stimulating learning environment for all children as outline in line with the Lion Academy Trust expectations.
- Monitor, evaluate and review classroom practice and promote improvement strategies: aiming for out-standing standards of learning and teaching at all times.

COMMUNICATION AND CONSULTATION

- Develop and maintain effective lines of communication/service throughout the school and between staff, governors, parents, additional LAT schools and the wider community
- Build effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice
- Consistently use and develop information systems to ensure exemplary communication links with all stake-holders
- Coordinate the schools work to ensure smooth transitions and continuity of learning
- Ensure that there is regular and effective communication of the progress of every child's learning to every stakeholder
- Work with the local governing body to provide information on the progress of relevant aspects of the schools work, and intended developments

Undertake to the extent required by the Head of School or the Advisory Body the professional duties of the Head of School in the event of his absence.

Undertake the following specific duties:

ASSESSMENT

- Building on the existing assessment procedures in the school and further developing them so that children's individual progress is accurately measured and the school has records of overall attainment in all subjects for every pupil
- To analyse all aspects of the schools work against measurable outcomes for children
- To ensure that there is accurate identification of individual children's special educational needs and that they are appropriately supported
- Provide regular and accurate reporting on standards of attainment and achievement across the school to all key stakeholders

CURRICULUM DEVELOPMENT AND RESPONSIBILITY

Work with the Executive Head and Head of School to take a lead on:

- The continual development, effective organisation and creative implementation of the school's curriculum
- Ensuring that the curriculum is accurately matched to the needs of the pupils and continues to meet the priorities outlined in the school improvement plan
- School policies on curriculum, teaching and learning, assessment, recording and reporting and ensuring that these meet all statutory requirements

- Ensuring that the learning and teaching provided by different year groups and teaching teams form a co-ordinated, coherent curriculum entitlement for pupils and caters for their Spiritual, Moral, Social and Cultural needs

TEACHING AND LEARNING

- Provide an example of excellence as a lead classroom practitioner, inspiring and motivating other staff
- Work with the Executive Head and Head of school to secure and sustain high expectations and excellent practice in teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupil's achievement and set targets for improvement

CURRICULUM RESPONSIBILITY

- To take responsibility for developing the school curriculum and managing the coordinators in line with the needs of the school and the priorities outlined in the school improvement plan
- Promoting Positive Ethos and Implementing the School's Behaviour Policy
- Maintain, challenge and ensure high standards of behaviour and discipline across the school with particular responsibility for Behaviour Watch and Attendance within the Lion Academy Trust expectations and ethos.
- To foster the belief that all children have the right to receive an excellent education, in a mutually respectful, caring environment which meets every child's needs.
- To develop and ensure consistency among teachers and support staff in dealing with behaviour and to take a key role in ensuring that high standards of behaviour are maintained at all times.
- To monitor the use of the school's online behaviour tracking system and ensure that accurate records and reports are maintained in relation to pupil behaviour.

PUPIL'S PERSONAL DEVELOPMENT

- Deliver, monitor and challenge in conjunction with other lead professionals, senior leaders and teachers the provision of pupil engagement activities (extended services, lunch times provision, ECM, Philosophy, internal exclusions etc), attendance issues in relation to intervention and differentiation in place for underachieving children, vulnerable children, EAL and SEN children to ensure they make rapid and sustained progress in line with national expectations.
- Monitor, challenge and improve the effectiveness of ECM provision delivery across the school and to ensure rapid, sustained and improved pupil achievement To undertake responsibility for and work in collaboration with other staff members on:
- Lead and deliver a balanced and high quality appropriate Every Child Matters programme across the school as well as being responsible for the provision of Pupil Voice which takes account of the educational and social needs of pupils in the context of a primary school in line with the expectations set out by the Lion Academy Trust
- Responsibility for the organisation of the School Council and its sub-committees
- Pupil led events and initiatives which help to address key aspects of the ECM agenda
- Visits from outside specialists, agencies or organisations
- Achieving nationally recognised awards

DAY-TO-DAY MANAGEMENT

- To assist the Head of School in ensuring that the school runs smoothly and acting in a management capacity as the need arises. Leading on the to the general day to day management and organisation of the school by ensuring all cover arrangements and release are in place across the school, being aware of any of the issues and concerns and ensuring that appropriate action and redeployment of resources is undertaken.

This includes:

- undertaking class teaching as required
- drawing up timetables and rotas to ensure the efficient use of premises and efficient deployment of staff;
- providing support for staff and pupils within an overall pastoral role
- assisting staff with curriculum financial management and in collaboration with the Executive Head and Head of School the administration of the school's annual budget;
- the organisation and oversight of Midday Supervision and extended services;
- overseeing the supervision of pupils during lunchtimes;
- conducting assemblies on a regular basis;
- organisation for staff absence etc.
- There is an expectation that the senior managers will attend and contribute to a senior leadership team meeting once a week, undertake a lunch duty and attend an early morning information briefing daily.

EXTERNAL LIAISON

- liaise with relevant external agencies as appropriate, such as external advisory staff or consultants and/or other schools on specific teaching and learning issues relevant to your responsibility areas, its pupils and staff
- liaise effectively within the LAT framework with parents/stakeholders/other schools to ensure excellent relationships between home and school in order to improve pupil's learning and behaviour. This includes been proactive in solving issues and reflecting a high stakeholder service to ensure that the relationships with parents and stakeholders impact positively on all pupils outcomes.

This Deputy Head Teacher job description sets out the duties of the post at the time it was drawn up.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Head Teacher within the school as may be reasonably expected.

This is not a common occurrence and would not justify a reconsideration of the grading of the post.

Appointed Candidates Name: _____ (Print)

Date of Appointment: _____

Signature of Appointee: _____ Date: _____

By signing this job description you are agreeing to its content and context at the date of signing.

Please be mindful that this role can be subject to review by the Lion Academy Trust or you at any appropriate time in consultation with you.