



## **Job Description - Deputy Head Newbridge Preparatory School**

### **Duties and Responsibilities**

The responsibilities and duties outlined below are in addition to those in the Job Description for Teachers.

### **Leadership, Management and Professional Development**

- The Deputy Head is part of the Senior Leadership Team
- Assists the Head in the appointment, care and continuing professional development of staff; coordinating the Induction of all new staff
- Acts as the line manager for the Key Stage Co-ordinators and SENCO and provides advice, direction and support to maintain the smooth running of the school to them and all staff as required
- Exercises appropriate pastoral care for teaching staff and acts as a link between teaching staff and the Head
- Contributes to whole school development and success by providing good leadership and a clear commitment to the school in terms of time, positive approach and energy apposite to their position
- Contributes to whole-school development and improvement by actively developing, embedding, monitoring, and evaluating whole-school policies and practices alongside the Head and SLT.
- Attends relevant meetings as directed by the Head.
- Coordinates the day-to-day running of the school in the absence of the Head, supported by the EYFS and KS1/KS2 Liaison.

### **Communication and Administration**

- Completes administrative tasks apposite to their position and /or as required by the Head
- Coordinates duty rotas, activity, and cover arrangements, supported by the SLT when appropriate.
- Assists the Head with pupil portfolios and records
- Collates senior school transfer report requests
- Coordinates the organisation of Parents' Evenings, Forums and Meetings, Themed Days/Weeks, Celebration Days, Residential Visits and Transition Programmes, supported by other members of SLT if required, and following direction by the Head. This includes liaising with the Administration staff regarding the timing and distribution of any relevant documentation
- Contributes to the organisation of major school events such as Open Days and Prizegiving

- Supports the school in the production of the termly diary/calendar by providing and checking information relevant to Newbridge Preparatory School
- Orders educational materials as required, including assessment materials

### **Teaching and Learning**

- Assists the Head in reviewing the teaching and learning in the school
- Implements the Appraisal Performance Management Process across the school for teaching staff who are not on the Senior Leadership School and coordinates/oversees appraisal carried out by other members of the SLT
- Contributes as appropriate to the teaching within the school
- Organises and implements Test ring and Standards Agency Assessment and Reporting arrangements with particular regard for key stage two
- Monitors and evaluates inclusive provision throughout the school.

### **Academic and Curriculum Development**

- Assists the Head in reviewing the school curriculum and timetabling
- Plays a leading role in shaping and monitoring curriculum maps and policies, ensuring policies and schemes of work for each subject area are in place and current.
- Supports Curriculum Coordinators

### **Recruitment and Marketing**

- Contributes fully to the marketing and public relations of all sections of the school

### **Pastoral care, health, safety, welfare and discipline**

- Assists the Head with pastoral care and discipline within the school and deputises for him/her in the absence of the Head
- Monitors rewards/sanctions; collating house points and minor(yellow)/major(red) slips)
- Delivers Whole School assemblies and coordinates the assembly rota with due regard for school events
- Maintains up-to-date risk assessments for facilities, equipment, and areas throughout the school, including learning and activity areas, with the support of the Head (this includes the outdoor areas) and liaises with the Administration team as required.

Notes: The above duties and responsibilities are subject to the general duties and responsibilities in the Teacher's Employment Contract.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_