

Job Description

Job Title: Deputy Headteacher

Pay Range: L12 – L18 Hours: Full time

Purpose and Context:

To carry out professional duties of a teacher other than a head teacher, as set out in the School Teacher's Pay and Conditions Document, including those duties particularly assigned to him/her by the headteacher

1. To assist the headteacher in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the headteacher.
2. To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the headteacher.
3. To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.

Principle Accountabilities:

Leadership and management

- To assist the headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
- To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the headteacher, governors and other senior staff. To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the headteacher.
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
- To provide an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school.
- To offer guidance and support to colleagues.
- To take responsibility for dealing with and reporting Health and Safety issues as they arise in the school. To raise awareness of Health and Safety issues among all members of the school community.
- To take a leading role in improving the involvement of parents, carers and the community in the life of the school.
- To provide effective leadership and management to a team/teams of staff, as agreed with the headteacher.

- To take full responsibility for leading and managing one or more major aspects of the school's curriculum provision, as agreed with the headteacher and governing body.
- To make a significant contribution to the school's continuing professional development programme, including leading coaching programmes, delivering INSET and working with individuals and teams in a variety of professional development activities.
- To assist the headteacher in school self review and evaluation and in the effective planning and management of school resources to secure improvements.
- To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and teaching.
- To provide guidance and support to phase leaders and other staff in order to improve the quality of teaching and learning.
- To actively promote equality of opportunity by assisting the headteacher in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, Special Education Needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning.
- To assist the headteacher in all aspects of the day-to-day administration and organisation of the school, as agreed with the headteacher, including taking responsibility for agreed areas, e.g. timetables, duty rotas etc.
- To take a significant role in the implementation of the school's performance management policy, to secure school improvement and individual professional development.
- To participate in recruitment and selection, as agreed with the headteacher.
- To deputise for the headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.

Teaching and Learning

- To carry out teaching duties, as agreed with the headteacher, providing a model of excellence for colleagues. This may include, as required:
 - Providing cover for absent colleagues or those released for professional development;
 - Providing in-class support for colleagues through demonstration lessons;
 - Teaching booster or 'catch up' groups.
- To provide leadership and support for colleagues (teachers and assistants) with regard to teaching and learning and the curriculum, including:
 - Managing the planning and delivery of the curriculum across the school, including developing schemes of work and medium term plans;
 - Supporting phase leaders and subject leaders in developing their role, in particular in relation to raising standards;
 - Supporting teams and individuals with short term planning;
 - Organising and delivering training, as needed, to groups of school staff;
 - Supporting staff in the use of assessment information to inform teaching and learning;
 - Inducting and supporting newly qualified and less experienced staff and/or supply teachers;
 - Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback.
- To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.



- To take a leading role in the management of the school database of individual pupils' attainment and progress.

Other duties and responsibilities

- To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- To take whole school assemblies and to support other staff with assemblies.
- To prepare and present reports, as required to, e.g. governors, LEA officers, parents, outside agencies.
- To attend occasional meetings during evening hours, at weekends or in school holidays, as required.

General Statements

- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is in line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team

Other tasks and responsibilities will be allocated in line with the post holders experience and strengths

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful applicant.