

## ACTING DEPUTY HEADTEACHER

### JOB DESCRIPTION



<b>Post title:</b>	Acting Deputy Headteacher
<b>Salary:</b>	<b>L13 to L17 (£64,700 to £70,552)</b>
<b>Contract Type:</b>	<b>Full-time, fixed term one year – Academic year 2022/23</b>
<b>Reporting to:</b>	Headteacher
<b>Responsible for:</b>	Leadership and strategy, leading teaching and learning, developing self and working with others, accountability and managing the organisation.

**Purpose:** The core purpose of the Deputy Headteacher is to provide professional leadership in the management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. The Deputy Headteacher must play a lead role in establishing a culture that promotes excellence, equality and high expectations for all pupils. The Deputy Headteacher is a leading professional in the school, accountable to the Headteacher. The Deputy Headteacher assists in providing vision, leadership and direction for the school and helps to ensure that it is managed to meet its aims and targets. Working with the Headteacher and others, the Deputy Headteacher will support evaluation of the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all and developing policies and practices. The Deputy Headteacher will take a shared responsibility for creating a productive learning environment which is engaging and fulfilling for all pupils.

#### Leadership and Strategy

- Carry out the professional duties of a Deputy Headteacher as specified in the most recent Schoolteachers' Pay and Conditions document.
- Demonstrate and promote the school's vision in your everyday work and practice.
- Work alongside the Headteacher to enhance a positive culture and promoting the school's values.
- Ensure that strategic planning takes account of the diversity and experience of the school and community
- Take a leading role across the whole school, in the light of new and emerging research, to enhance and extend the learning experience of pupils
- Be an exemplary teacher providing a model for other staff in teaching, classroom organisation and assessment.
- Deputise for the Headteacher in her absence.
- Assist the Headteacher in developing, implementing and evaluating the SIP and SEF.
- Take an influential role in the school leadership and school improvement; contributing to both the strategic planning and monitoring.
- Lead the Senior Leadership Team and Middle Leaders in reviewing and assessing current teaching practice and developing a personalised improvement approach with all staff.

#### Leading Teaching and Learning

- Demonstrating consistent application of all school policies and providing an exemplar model of the application of policies in your practice where appropriate.
- Support the Headteacher in managing the review cycle of school policies and act as a role model in the implementation of these policies.
- Research and lead creative and imaginative ways of anticipating and solving problems and identifying opportunities that will enhance the quality of education across the school.
- Demonstrate a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Challenge underperformance at all levels and provide support to improve performance.
- Work alongside class teachers to identify groups of underachieving pupils and plan and implement intervention strategies and allocate resources as appropriate.
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.

- Lead on curriculum and assessment throughout the school and on the continued development, implementation and monitoring of the curriculum.
- Secure and sustain effective high-quality teaching and learning throughout the school through structured monitoring, evaluation and review.
- Be coach and mentor for others with the ability to model and exemplify good practice and act as consultant for other teachers.
- Teach groups classes of children as required.

### **Developing Self and Working with Others**

- Participate fully in the life of the school, including all out of school hours activities.
- Through a visible presence on a day-to-day basis and at school events, create and maintain an effective partnership with parents and carers to support and improve pupil's achievement and personal development.
- Foster good relationships with parents, pupils and the local community in partnership with the Headteacher.
- Working with the Headteacher, the Deputy Headteacher will lead, motivate, support, challenge
- Jointly with the Headteacher, to be responsible for the implementation of performance management for all staff and to line manage staff as appropriate.
- Lead on the organisation and impact of professional development for all staff and develop staff to secure improvement.
- On a day-to-day basis, provide guidance and leadership to ensure the highest possible standard of pupil care, record keeping and communication.
- Take a lead role in managing pupil behaviour across school and additionally by consistently modelling and implementing the agreed policy for pupil behaviour.
- Take a lead role in the pastoral care of all staff by supporting the Headteacher to develop positive working relationships and sustain motivation, with and between all staff
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Support the Headteacher in ensuring effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- Regularly review own practice, set personal targets and take responsibility for your own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

### **Managing the Organisation**

- To have a key role in ensuring Child Protection.
- In liaison with the Headteacher, to be responsible for organising and managing acts of collective worship and assemblies.
- In liaison with the Headteacher, to be responsible for the time-tabling of teaching and support staff.
- Take a key role in developing sound procedures for managing behaviour.
- Work with the Headteacher to recruit and appoint staff and induct them into the school.
- Support all staff to understand and fulfil their statutory responsibilities through observation, feedback, support and modelling.
- Undertake full responsibility for all matters relating to the school in the absence of the Headteacher.
- Line manage and act as Performance Management reviewer for staff identified by the Headteacher.
- Support the Headteacher in developing and maintaining high morale and confidence amongst all staff and set an example of high professional standards and leadership.
- Support the Headteacher to ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all provide value for money.
- Communicate relevant information to all staff in a timely and organised manner.
- Undertake other reasonable duties related to the day-to-day administration of the school as requested by the Headteacher.

## **Accountability**

- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improve standards of achievement.
- Contribute to the creation and development of a school in which all staff recognise that they are accountable for its success.
- Present regular reports on the Schools performance to Governors, the Local Authority and Ofsted.
- Contribute to the establishment and monitoring of systems that keep parents well informed about the curriculum, and children's achievement.
- Attend Senior Leadership Team Meetings and half termly meetings of the Full Governing Body when required to provide information and advice regarding specific areas of responsibility.

The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.