**Job Description**

***The School Teachers’ Pay and Conditions Document 2018 sets out the overriding requirements of the role and responsibilities of all Teachers.***

**Job Purpose and Objectives**

To support the Catholic and Lasallian Mission of the School: its values, its liturgical and spiritual life, ensuring that decisions and actions are in keeping with the teachings of the Gospel and the Catholic Church.

To assist the Head of the Primary Phase in managing and leading the Primary Phase.

To assist with the continued development of the Primary Phase Curriculum.

To deputise for the Head of Primary Phase when required.

The responsibilities specified in the following job description are in accordance with those specified in the School Teacher’s Pay and Conditions Document, which a School Teacher is required to perform. The post holder will be expected to manage all aspects of teaching within the overall educational aims of the school, set within the context of the School Mission Statement and with due regard to its Catholic character, and establish and maintain the highest quality possible of teaching and learning.

Line Manager: Head of Primary Phase

**Key Responsibilities as Deputy Head of Primary Phase**

Shaping the future

* Support the SLT and Governors in developing the vision for the All-through school, demonstrating inspirational leadership and creativity.
* To act as a full member of the Senior Leadership Team (SLT) and contribute to the decision-making process.
* Contribute to the self-evaluation of the school: evaluating performance and identifying priorities for continuous improvement, using team and individual reviews, data and benchmarks to monitor progress in every child’s learning.
* Play a leading role in the school improvement planning process, identifying strengths and weaknesses in order to ensure continuous improvement.
* To demonstrate and articulate high expectations and set challenging goals for all aspects of school life.
* Develop and enhance the culture of teamwork ensuring all members of the community are valued.
* Contribute to reporting the performance of the school to all stakeholders, including the Governing Body and attend relevant governing body meetings as required.

Leading Teaching and Learning

* Secure high standards of achievement and progress for all by working with staff to create outstanding teaching and exceptional learning through high quality continuing professional development.
* Monitor and review classroom practice, in order to coach and develop staff to have maximum impact on effective teaching and learning.
* Exemplify and share best practice.
* Promote active involvement of pupils in their own learning.
* Contribute to the analysis of school key performance and progress data to raise pupil achievement.
* Promote high standards of behaviour, through positive behaviour management and strong leadership.
* Contribute to the ongoing development of the Primary Curriculum, which meets the needs of all pupils.

Developing Self and Managing Others

* Set high expectations of performance, both your own and that of others.
* Engage in relevant professional development.
* Contribute to the development of a collaborative approach across the whole school.
* To line manage specified staff through a process of regular review, support and the School’s appraisal procedures using relevant data and evidence of performance.

Managing the Organisation

* Manage day to day activities, as delegated to you by the Head of Primary Phase, to ensure the school operates efficiently and effectively.
* Contribute to the planning process, in relation to resources, to ensure the school’s priorities are met. Evaluate the impact of the resources on pupil’s education.
* To exercise joint responsibility for the day-to-day management and organisation of the school, leading the school in the absence of the head.
* To comply with the School’s Health and Safety and Safeguarding policies.
* Organise and lead meetings as required.

Strengthening the Community

* Contribute to the development of the school within the community, enhancing links with local churches and schools, especially our partner Catholic primary schools, Diocesan and Lasallian Schools.
* Create and maintain an effective partnership with parents and carers to support and improve pupils’ achievement and personal development.
* Build effective relationships with the wider community to promote our positive school culture and reputation for excellence.
* Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.

***All of the above will be in accordance with school policies and procedures as stated in the School Handbook.***

This job description can be amended at any time, according to the changing priorities of the School as identified in the School Improvement Plan and in consultation with the post holder.

*Additional Information*

***NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher or nominated representative (in consultation with the post holder) to reflect the changing needs of the School.***

*This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher or his/her representative.*

**Support for the School**

To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person

To contribute to overall ethos, work and mission statement of the school

To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Signed .................................................................. Post Holder Date

Signed .................................................................. Headteacher Date

Agreed:

Review: