# DEPUTY HEADTEACHER - OUR LADY OF GRACE SCHOOL

## JOB DESCRIPTION

### Purpose of the Job

1. To carry out the professional duties of a deputy headteacher as laid out in

School Teachers’ Pay and Conditions Documents.

2. To be a leading member of the senior management team in identifying and

determining the school’s aims and objectives, practise and development.

3. To assist with the promotion of effective learning throughout the school

and to be an outstanding role model.

4. To assist the headteacher in monitoring the work of the school.

5. To deputise for the headteacher in the event of his/her absence.

6. To work in partnership with the headteacher, staff, parents, governors and

the community.

7. To contribute to and offer a positive ethos which promotes children’s

spiritual, moral, social and cultural development , and behaviour in

accordance with school and Council policies.

8. To take a leading role in promoting achievement by target setting,

achievement, record keeping, planning and delivery of tests including

Baseline, SATS and QCA tests.

### Main activities and responsibilities

1. To fulfil the professional duties of a deputy headteacher as defined in the

current School Teachers’ Pay and Conditions Document.

2. To continue to review and maintain the school’s aims and objectives,

practise and development.

3. To be committed to the school’s Equal Opportunities Policy and to help

implement it throughout the school.

4. To lead and motivate colleagues as an exemplary role model in the

classroom.

5. To support the headteacher in the analysis and evaluation of pupil’s

achievement.

6. To work with the headteacher in monitoring the quality of teaching and

learning and pupil’s achievement, including a leading role in performance

management.

7. To maintain and implement appropriate methods of record-keeping and

assessment and work in liaison with other co-ordinators to develop

cohesive planning, assessment and record keeping systems throughout

the school.

8. To have responsibility with the headteacher and co-ordinators to develop

the curriculum across the whole school ensuring that all pupils receive a

curriculum which is:

* Broad and balanced and meets the statutory and school requirements.
* Suitably differentiated to meet the needs of individual pupils so that they can achieve their potential.

9. To know and understand the issues to be considered in the development

and implementation of whole school policies and to monitor and review the

school policy documents in accordance with the school’s improvement

plan.

10. To undertake such duties as are necessary to ensure the smooth running

of the school.