

**DURHAM TRINITY SCHOOL & SPORTS COLLEGE**  
**DEPUTY HEAD TEACHER JOB DESCRIPTION**

Name:

Individual School Range (ISR):           £60,733 - £66,982

Status:                                           Full time, substantive

Responsible to:                               The Governing Body through the Headteacher

The Deputy Headteacher will be required to undertake such duties as may reasonably be directed by the Headteacher from those described in the current "School Teachers' Pay and Conditions" and "teachers standards" documents.

The key task of the Deputy Head Teacher is to ensure, in partnership with the Head, that there is a positive and aspirational vision and ethos, which reflects the school's commitment to excellent learning, teaching and care, and to good relationships with staff, pupils, parents, governors and the wider community.

The Deputy Headteacher must play a major role under the overall direction of the Headteacher in:

- a) Formulating the aims and objectives of the school;
- b) Establishing the policies through which they are to be achieved;
- c) Managing staff to that end;
- d) Monitoring progress towards their achievement.

**Strategic Direction and Development of the school:**

- To deputise for the Headteacher as required. This may involve dealing with financial matters.
- To provide leadership, development, vision, inspiration and direction for the school, leading by example.
- Assist in translating the school vision into agreed objectives and produce operational plans which will promote and sustain improvement, realising the challenging aims for the school.
- Demonstrate the vision and values in everyday work and practice. Ensure that the values are upheld and practiced by the staff and students of the school.
- Motivate and work with others to create a shared culture and positive ethos.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community.

- Enhance opportunities through partnerships between parents/carers, students, staff, the local community colleges, other HE and FE partners, the LA, other schools, voluntary organisations, other public bodies and employers.
- As a member of the Leadership Team and Senior Planning Group, you will provide strategic support to the Headteacher and the Governing Body.
- To provide strategic lead and contribute to the School Improvement Plan and the school SEF.
- To lead and develop the whole school curriculum ensuring that policies and practices take account of the national, local and school data and inspection report findings.
- To be the lead professional in school for Continuing Professional Development of staff.
- To be the lead professional for overseeing visiting students assigned to the school for experience/placement/training.
- To be the lead professional for overseeing volunteers in school.
- To be a Team Leader for the Performance Management of designated teaching staff and appraisal of designated non-teaching staff.
- To lead key areas of school self-evaluation and monitoring as directed by the Headteacher.
- To work to a high standard in implementing agreed policies, priorities and expectations.
- To uphold the vision, ethos and policies of the school.
- Anything else deemed necessary by the Headteacher to ensure effective running of the school.

#### **Leading and managing the curriculum:**

- To determine, organise and implement a diverse curriculum and implement timetables to meet the needs of the diverse school pupil population.
- To ensure effective deployment of staff and other resources in supporting the delivery of exciting and appropriate curriculum.
- To ensure curriculum timetables meet statutory requirements and meet the needs of the pupils in school.
- To ensure new members of staff understand and implement the appropriate curriculum dependent on their post.
- To monitor and evaluate the quality of teaching and learning to raise attainment and improve achievement.
- To ensure the Governing Body and relevant committees receive relevant curriculum information and reports including impact.

#### **Leading and managing staff:**

- Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement.
- To act as a role model for the senior teachers in school.
- To ensure efficient and effective deployment of staff and resources to support the timetable.

- To co-ordinate the organisation and management of the school timetable including lunch and duty staff rotas.
- To promote continuing professional development for all staff within the financial constraints of the school budget.
- To advise the Headteacher and Governing Body/relevant committees on matters in relation to the deployment of staffing and resources.

### **Leading and teaching:**

- To ensure a consistent and continuous school wide focus on pupils' achievement is applied, using data and benchmarks to monitor progress in every pupil's learning.
- To ensure that learning is at the centre of strategic planning and resource management.
- To ensure a culture and ethos of challenge and support is promoted, where all pupils can achieve success.
- To promote high standards of pupil behaviour, welfare and attendance.
- To work with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout school.
- To monitor and evaluate the quality of teaching over time and standards of pupil's achievement.
- To advise, support and inspire teachers through the use of feedback following lesson observations and work scrutiny.
- To have a small teaching commitment within Durham Trinity School & Sports College.
- To act as an example of best practice within the classroom.

### **Professional development**

- To regularly review own practice, set personal targets, taking responsibility for own personal professional development.
- To plan and oversee the staff development programme including budget management.

### **Accountability:**

- To fulfil commitments arising from contractual accountability to the Headteacher.
- To support the school ethos, to enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To ensure all pupils access an appropriate and relevant curriculum (meeting statutory requirements).
- To provide the SLT and Governing Body with highly evaluative, objective advice, diagnostic and incisive information to enable it to fulfill its legal responsibilities.

- To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including the governors, parents/carers and students.
- To ensure parents/carers and pupils are well informed about the curriculum on offer.

**General:**

As the Deputy Headteacher the post holder will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document.

The Governing Body expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities. You will be required to fulfil any reasonable expectation from the Headteacher.

This job description will be reviewed regularly and, if necessary, amended in consultation with the post holder.

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

April 2017