



## **Deputy Headteacher Primary - Assessment and Standards**

### **Job Description**

Pay Scale: Leadership Range – 9-13

#### **Principle Responsibilities**

- The professional responsibilities and duties of the Deputy Headteacher are set out in detail in the School Teachers Pay and Conditions documents, which can vary from time to time, and any or all of those duties may be required of the postholder.
- Deputising for the Executive headteacher in the event of any foreseen or unforeseen absence, within the agreed framework for deputising arrangements.
- Strategic leadership of good practice in teaching and learning working with pupils and staff.
- Lead the teaching and learning policy and evaluate its effectiveness.
- Lead on the development of resources and strategies that enable teachers to develop their practice.
- Monitoring the quality of teaching and learning through a systematic lesson observation programme.
- Leading the delivery of staff professional development sessions on effective teaching & learning pedagogy.
- Lead in the use of formative and summative assessment within the school.
- Lead in the administration and evaluation of school and statutory assessments across the school.
- Lead on staff induction across the school.
- Develop and manage the school website and social media.
- Teach within the framework of present and future policies, establishing and sustaining high-quality teaching.
- To be responsible as classroom teacher for up to 2 days per week.

#### **The Strategic Management of School Evaluation and Quality Assurance**

- Lead and manage the development of effective teaching and learning strategies.
- Lead on the evaluation of school performance at EYFS KS1 and KS2 using national benchmark data.
- Report on performance, curriculum and teaching and learning to Governors, SLT, Curriculum Leaders and other stakeholders.
- Lead areas of whole school self-evaluation, subject review and school improvement planning.

- Use benchmark data at subject level to evaluate performance. Liaise with SLT and the phase within which they work to identify underachievement so that appropriate action can be taken.

### **Other Responsibilities**

- Line Management of pupils, staff and parents within the phase they work in.
- Oversight of all curriculum related policies.
- To lead the school's staff development and progression system of review.
- Coordinate the school calendar.
- To carry out such other duties as may reasonably be requested by the Executive Headteacher, e.g. gate and lunch duties, presence at school events.

### **Professional Attributes**

- Extensive high quality teaching experience across the primary phase.
- The ability to consistently model the values and ethos of the school.
- The ability to work effectively within SLT and take collective professional responsibility.
- Effective communication with parents, students, staff and governors.
- An ability to analyse complex situations and to plan an appropriate course of action.
- The ability to think creatively and strategically.
- Inspire challenge and develop individuals and teams of people.
- Ability to plan, organise and prioritise so that time is used effectively.
- Encourage ideas from other people
- Ability to plan ahead, identify problems and offer solutions.
- Deal with risk and uncertainty.
- An ability to listen, reflect and have the capacity to be flexible.
- An awareness of recent trends and developments in education.
- A commitment to continuing their own professional development.

### **Personal Attributes**

- A passion for teaching and learning.
- A commitment to achieving the best for young people regardless of their social background and circumstances.
- Resilience and optimism in the face of challenges.
- Integrity.
- A belief in people.
- Attention to detail.
- Decisiveness, consistency and an ability to focus on solutions.
- Courage and conviction.
- Stamina to cope with the role.