Deputy Headteacher – Job Description

Post title:	Deputy Headteacher
School:	John Betts Primary School
Pay Range:	Leadership point 10 to Leadership point 14
Line Manager:	Headteacher and Governing Body
Supervisory Responsibilities:	Teachers (including TLR post holders); Teaching Assistants & support staff

Main purpose of the job

- Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for deputy headteachers and school's own policy
- Under the overall direction of the Headteacher play a lead role:
    - In formulating the aims, objectives of the schools ad establishing the policies through which they are to be achieved;
    - Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement;
    - Continually raising standards and improving the standard of behaviour throughout the school;
    - Proactively manage staff and resources – including performance management of teachers; appraisal of other school staff and maintaining an overview of the school budget (in collaboration with the Headteacher and School Business Manager)

- Take full responsibility for the school in absence of the Headteacher;
- Carry out the professional duties of a teacher;
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school;
- Carry out the role and responsibilities of the Assessment Leader* in all key stages

**The school reserves the right to change the focus of the role and responsibilities of the Deputy Headteacher in line with the needs of the school and key areas for development identified in the Strategic Development Plan (JBEDP)*

Duties and Responsibilities

Shaping the future

• In partnership with the Headteacher and governors establish and implement an ambitious vision, clear direction and ethos for the future of the school
• Play a leading role in the school improvement and school self-evaluation planning process
• In partnership with the Headteacher manage school resources
• Devise, implement and monitor action plans and other policy developments
• Lead by example to motivate and work with others
• In partnership with the Headteacher, lead by example when implementing and managing change initiatives
• Promote a culture of inclusion within the school community where all views are valued and taken into account

Leading teaching and learning

• Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
• Work with the Headteacher to raise standards through staff performance management and appraisal
• Lead the development and delivery of training and support for staff
• Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
• Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are fully implemented
• With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations, learning walks, planning and work scrutiny to ensure consistency and quality
• Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
• Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
• Ensure through leading by example the active involvement of children and staff in their own learning

Developing self and others

• Support the development of collaborative approaches to learning within the school and beyond
• Organise and support the induction of staff new to the school and those being trained within the school
• Act as an induction co-ordinator and mentor for NQTs and have responsibility for students on teaching practice and those undertaking work experiences, as appropriate
• Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteacher
• Be an excellent role model for both staff and children in terms of being reflective and demonstrating a desire to improve and learn
• Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
• Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan (JBEDP) and performance management
• Lead the annual appraisal process for all teaching staff. Oversee the annual appraisal process for all identified support staff.

Managing the organisation

• Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
• Ensure the effective dissemination of information, the maintenance of and on-going improvements to agreed systems for internal communication.
• Working with the Headteacher, undertake key activities related to professional, personnel/HR issues
• Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
• Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
• Be a proactive and effective member of the senior leadership team
• Ensure the day-to-day effective organisation of the school including the deployment of staff and authorising invoices and orders (in addition to being a second signatory of school cheques) as appropriate
• To undertake any professional duties, reasonably delegated by the Headteacher

Securing accountability

• Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards
• Support the Headteacher in reporting the school's performance to its community and partners – including ensuring the school website is fully compliant at all times (alongside the SBM)
• Promote and protect the health and safety welfare of children and staff
• Lead on safeguarding and take responsibility for promoting and safeguarding the welfare of children and adults within the school

Strengthening community

• Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
• Develop and maintain contact with all specialist support services as appropriate
• Promote the positive involvement of parents/carers in school life
• Organise and conduct meeting where appropriate with parents and carers to ensure positive outcomes for all parties
• Strengthen partnership and community working
• Promote positive relationships and work with colleagues in other schools and external agencies