



Learning in the Light of Christ

St Thomas' Catholic Primary School

Job Description – Deputy Head teacher



Job Title:	Deputy Head teacher
Reports to:	Head teacher
Grade:	Teacher's Pay & Conditions

Purpose of Job

1. To assist the Head in managing, leading and developing the school in seeking to attain high standards of pupil achievement, behaviour, social development and effective and efficient use of resources.
2. To have high expectations, lead by example, promoting the school vision, values and aims.
3. To be a member of the School Leadership Team and make a significant contribution to the strategic development and direction of the school inline, with the School Improvement Plan.
4. To take a lead role in monitoring and school self evaluation.
5. To provide guidance and support to other members of staff to achieve and maintain good quality teaching.
6. To provide analysed assessment data from a variety of sources to inform future whole school planning and resourcing.
7. In the absence of the Head undertake their professional duties.

Generic responsibilities of the Deputy Head teacher

1. To have responsibility, under the direction of the Head teacher, for the strategic leadership and management of the school.
2. To contribute to whole-school aims, policies and practices, including those related to school self evaluation, behaviour, discipline, bullying and equality.
3. To ensure the school complies with all relevant legislation, including health and safety, equal opportunities and the Code of Practice.
4. To write an annual action plan related areas of responsibility as outlined below; monitor and evaluate them and use them to identify future priorities for development.

5. Lead CPD meetings and INSET through the provision of high quality professional development.
6. To allocate, deploy and maintain resources with maximum efficiency to meet the objectives of the school and to ensure value for money.
7. To share responsibility for assemblies.
8. To take responsibility for own professional development and keep up to date with recent developments in education.
9. To appraise staff as per the Performance Management Policy.
10. To undertake any other particular duties reasonably assigned by the Head teacher.
11. To maintain and develop classroom practice through regular opportunities for teaching and learning.

Generic Responsibility (Leadership Team)

1. To contribute to management decisions on all aspects of policy, strategy, development and organisation.
2. Share in the responsibility for the implementation of the School Improvement Plan.
3. To evaluate the effectiveness of the school in terms of overall provision, including pupil achievement, attainment and teaching and learning.
4. To maintain and develop effective relationships with all stakeholders, including parents, Governors, KCSP and other bodies outside the school through effective systems of communication.
5. To share responsibility for the day to day management of the school.
6. To attend leadership meetings as required and to report to staff and Governors as necessary.
7. To ensure active participation in quality CPD experiences.

Areas of Responsibility:

In addition to the generic aspects of the role to take responsibility for leading in the following areas: Teaching and learning , Monitoring , CPD, Supply / cover , Induction of staff , NQT mentor, Teacher Student Mentor and Literacy .

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with procedures in relation to Criminal Records checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the School to ascertain details from the Criminal Records Bureau regarding any convictions against them and, as appropriate the nature of such convictions.

Date of issue:

Signature of Post holder

Signature of Headteacher