**Shears Green Junior School**

**Job Description:**

**Leadership Scale L10-14**

**Deputy Head**

This appointment is with the Governing Body of Shears Green Junior School. It is subject to current conditions of employment of deputy head teachers on the Leadership Scale as contained in the School Teachers’ Pay and Conditions Document, other current educational and employment legislation and the school’s articles of government

The Deputy Head Teacher at Shears Green Junior School, in addition to carrying out the professional duties shall also:

* Assist the Head Teacher in managing the school or such part of it as may be determined by the Head
* Undertake any professional duty of the head, which may be delegated to him/her by the Head
* Undertake, in the absence of the Head and to whatever extent by the Governing Body, the professional duties of the Head
* To take the lead in the management and provision of education to pupil premium, looked after and post adopted children. To ensure that there is an effective tracking system in place to enable examination of data and to prove that any gaps in attainment are being reduced.
* Play a major and significant role in the overall direction of the school. This will include fully supporting the head in formulating the Mission Statement, aims and objectives of the school and establishing the policies through which they shall be achieved. Managing staff and resources professionally and contributing towards the overall success of the school and its achievements.
* Fully support the Head in delivering the vision and aims of the school
* To publicly support the Head in all aspects of the school, demonstrating professionalism and loyalty.
* Be entitled to a break of reasonable length in the course of each school day.
* Remain on site when the Head is absent, especially so at lunchtimes.

**Act for the Head teacher in their absence**

* Cover for the head and to deputise in their absence in all aspects of the management; organisation, administration and discipline of the school, paying due regard to the school’s ethos and mission statement. To liaise and consult other senior members of staff.

**As Deputy Head Teacher**

* To be part of the school’s dedicated child protection team
* Provide an outstanding and professional model as classroom practitioner, whenever necessary, promoting an orderly and inclusive learning environment.
* Maintaining and developing the ethos of the school
* Manage and have an awareness of whole school issues
* Advise, support and encourage colleagues with their work
* Support the Head in the management of the school by working in partnership so that effective teamwork with all members of staff is achievable.
* Be member of the SLT and attend meetings as and when required.
* Be proactive, problem solving and an excellent communicator.
* Share responsibility with the Head for the management of all aspects of midday supervision.
* Manage, extend and develop out of schools learning and co-ordinate after school clubs.
* Attend relevant courses or undertake further study to ensure own personal and professional development.
* Actively support the work of the Governors and PTFA
* Allocate duties and responsibilities to staff as required. Approve all school rotas, and timetables
* Provide support, guidance and help to supply staff.
* Foster good relationships with non-teaching staff.

This job description allows for class-based responsibilityfor approximately 1 day equivalent across a week and a shared responsibility for assessment and a core subject throughout the school