**Churchill Church of England Primary School**

**Deputy Head teacher Job Description**

**Job Purpose:**

* **To deputise for the Head teacher in her absence**
* **Using the Christian values on which the school is based, lead by example by treating all stakeholders fairly, with dignity and respect**
* **To lead by example of good practice, creating and maintaining an environment which promotes and secures high achievement, high standards of behaviour and good or better teaching and learning**
* **To work with the HT to ensure a consistent and continuous school-wide focus on pupils’ achievement, to include setting stretching targets, monitoring, assessment and tracking.**
* **To raise standards of teaching and learning in the classrooms across the whole school, aiming for outstanding provision**
* **To lead and manage class teachers and subject leaders**
* **To manage assessment and data collection and analysis throughout the school**
* **To ensure that there is a high quality curriculum in place which responds to the pupils’ needs**
* **To promote and support inclusive practice**

**Leadership and Management:**

* **To work in partnership with the Head teacher to develop the vision and ethos of the school, working closely with and liaising with other members of the leadership team**
* **To lead the development of teaching and learning, supporting subject leaders and class teachers in their work throughout the school**
* **To ensure strong systems are in place for the smooth day to day running of teaching and learning including timetables and rotas**
* **To work with the Head teacher to ensure that Governors are kept fully informed and to assist and advise them in the discharge of their duties through professional advice and support**
* **To work with the Head teacher in school self-evaluation and improvement planning, including the appropriate deployment of resources**
* **To work cooperatively with the staff of the local authority and other external partners as necessary**
* **To have due regard for their own professional and personal development in line with school priorities**
* **To support the Headteacher in maintaining and developing high morale and confidence amongst all staff**
* **To work with the Headteacher to ensure that staff wellbeing is valued and prioritised**
* **To deputise for the Headteacher in her absence**
* **To be an exemplar of the highest possible standards**
* **To undertake other reasonable duties at the request of the Headteacher**
* **In consultation with and by the direction of the Headteacher, manage the school’s resources effectively and efficiently to ensure value for money and to achieve the school’s educational goals and priorities.**

**Teaching and Learning:**

* **To be an excellent, effective and efficient teacher to whom others can look to as an example of good or better practice**
* **To ensure the school curriculum is rich and diverse, promotes excellence and enjoyment, fits the needs of the pupils and meets the requirements of the National Curriculum**
* **To lead CPD across the school, ensuring staff are equipped with the necessary skills to fulfil their duties**
* **To have a teaching commitment which will vary in length but will be designed to raise standards, coach other teachers and give support and advice**
* **To support colleagues in ensuring all staff new to the school are appropriately inducted**
* **To offer the highest level of professional teaching support for colleagues so that the highest educational outcomes are achieved for all children**

**Assessment:**

* **To ensure rigorous and reliable systems of assessment are in place for data collection, storage, analysis and use in order to inform teaching and learning and raise standards**

**Behaviour:**

* **To work with the Head teacher and school leaders to develop an orderly learning environment which will enable all members of the school community to achieve the highest levels**
* **To work with parents/carers and other professionals as necessary in order to promote excellent behaviour for learning across the school**

**Professional:**

* **To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings**

**Diversity and Equality Policies:**

* **To help ensure that subject-matter and learning resources reflect school policies on race and gender equality**
* **To actively promote diversity and equality in all its forms, dealing rapidly and effectively with any forms of discrimination**

**Safeguarding:**

* **To ensure pupils are safe at all times, and promote the welfare of children**