

Deputy Headteacher Job Description

Job Purpose: To work in close partnership with the Headteacher to model and translate high commitment to the shared vision and direction of Cecil Road Primary & Nursery School, be a leader, be responsible for the management and co-ordination of staff development, and to deputise for the Headteacher in their absence.

National Standards for Headteachers

(Applicable to all Leadership positions paid on LPR)

- The Deputy Headteacher will carry out his/her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers, and Education and Employment legislation.
- The Deputy Headteacher is accountable to the school Governing Body, Trust Board of Northfleet Schools Co Operative Trust, and Local Authority for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the school shall make.

Accountabilities

Teaching and Learning

- To carry out teaching duties as necessary to support the school.
- To assist the Headteacher with an ongoing cycle of monitoring teaching and learning.
- Provide support for colleagues in improving their classroom practice.
- Support the governing body in meeting its responsibility to account for the performance of the school.
- Support staff in understanding their own accountability, and develop approaches to its review and evaluation.
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.

Leading People

- Promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account.
- Support the development of collaborative approaches to learning within the school and beyond.
- To build an inclusion team to ensure all children's needs are met.
- Support the induction of staff new to the school.
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement.
- To support staff development through coaching and mentoring.
- To deputise for the Headteacher in their absence.

Leadership & Management

- To act as a 'critical friend' to the Headteacher demonstrating high standards of personal integrity, loyalty and discretion.
- To manage the implementation of the school's policies and organise training for any staff group as necessary.

- To assist the Headteacher in developing recording and reporting systems to evaluate impact.
- To coordinate cover across the school.
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in the school.
- Support leaders to develop action plans in specified areas of responsibility, in order to bring about improvement.

Other duties & Responsibilities:

1. Support the aims and ethos of the school.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend and participate in open evenings and school events.
4. Uphold the school's behaviour code and uniform regulations.
5. Stay up to date with training and documentation on curriculum and assessment training.
6. Participate and lead staff training.
7. Attend and lead team and staff meetings.
8. Develop links with governors, other leaders within the school, Northfleet Schools Trust, neighbouring schools and outstanding schools further afield.
9. Lead the school in assemblies, monitor lunchtimes and playtimes and take other leadership roles within the school day.
10. Lead and organise events, and extra-curricular activities.
11. Undertake such reasonable duties that the Headteacher may from time to time ask the post-holder to perform.

Health and Safety

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils. As Deputy Head you may be required to attend school specific health and safety training as necessary.

Safeguarding

Cecil Road Primary & Nursery School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As Deputy Head you will be required to support the Safeguarding of all by completing training and acting as the Deputy Safeguarding Lead.