



## Job Description Deputy Headteacher

Location: Shatterlocks Infant & Nursery School & Barton Junior School

Pay Range: Leadership L10 – L14

Responsible to: The Headteacher

This post is subject to the current conditions of employment of Deputy Headteachers as contained in the School Teachers' Pay and Conditions document, the relevant teacher and leadership standards and any other current educational and employment legislation.

This job description outlines the main responsibilities, tasks and duties attached to this post and is not an exhaustive list of all the individual tasks which these may entail. It will be reviewed annually and may be amended at any time following discussion with the postholder.

### JOB PURPOSE:

1. To work with the Headteacher and Trust leaders to ensure the absolute best education for the pupils, through achieving the organisation's aims and objectives.
2. To assist the Headteacher in leading and managing the school, undertaking any professional duty as delegated by the Headteacher
3. In the absence of the Headteacher, to undertake the professional duties of the Headteacher
4. To carry out the duties of a class teacher in accordance with the provision of the current School Teachers' Pay and Conditions Document

### CORE RESPONSIBILITIES, TASKS & DUTIES:

#### Strategic direction and development of the school

To work with the Headteacher and Trustees to achieve the school's aims by:

- Developing the vision and ethos for the school, communicating this to all stakeholders and modelling it through everyday practice
- Formulating the aims and objectives of the school and policies to achieve these
- Playing a lead role in self-evaluation and improvement planning
- Monitoring and evaluating the impact of the school's policies, practices, targets and priorities

#### Leadership and Management

To work with the Headteacher to lead, motivate, challenge and support all staff to achieve the school's aims by:

- Sharing in the leadership of the school as a member of the SLT

- Acting as a role model to all members of the school through demonstrating high expectations, promoting positive relationships and ensuring his/her own continuing professional development
- Supporting the Headteacher in implementing the school's performance management policy
- Supporting the Headteacher in the day to day running and organisation of the school and efficient management of resources
- Leading staff in the planning and implementation of specific school improvement priorities as required
- Leading a phase team of teachers and support staff to ensure a collaborative and consistent approach leading to high quality teaching and learning
- Undertaking the professional duties of the Headteacher in the event of their absence from school
- Identifying, developing and supporting the leadership skills and aspirations of others
- Assisting in the appointment and induction of new staff as appropriate

### **Teaching and Learning**

**To support the Headteacher and Trustees in developing consistent high-quality teaching and learning throughout school by:**

- Providing an example of excellence as a leading classroom practitioner and inspiring and motivating other staff
- Working with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school, monitoring and evaluating the quality of teaching and standards of pupil's achievement
- Leading and facilitating high quality professional development activities
- Playing a lead role in developing and monitoring the curriculum to ensure that it is engaging, challenging and meets the needs of all pupils
- Acting as subject leader for a significant area of the curriculum

### **Pastoral**

**To support the Headteacher and Trustees in promoting pupils' well-being, discipline and welfare by:**

- Supporting the Designated Safeguarding Lead (DSL) as a Deputy DSL, and keeping self and others up-to-date with safeguarding training
- Ensuring that school policies and procedures are fully implemented
- Promoting equal opportunities and diversity in all areas of school life
- Promoting pupils' spiritual, moral and cultural development

