



## Job Description – Deputy Headteacher

<b>Post Holder: Deputy Headteacher</b>	
<i>The description of the duties, responsibilities and accountabilities for the post of Deputy Headteacher at St Augustine's Catholic Primary School</i>	
Responsibility Areas	To provide professional leadership of the teaching staff on a daily strategic basis. To be responsible for both the provision and the outcomes of progress and attainment for pupils across the school. To actively contribute to the calm learning environment and set high expectations for all staff and pupils by modelling outstanding behaviours and attitude. To actively promote and share in the Catholic ethos of the school. The post holder, may be required to undertake extra areas of responsibility and key tasks as agreed.
Accountabilities	Work within the Catholic Ethos and the teachings of Christ.
	<p><b>Teaching &amp; Learning</b></p> <ul style="list-style-type: none"> <li>• Carry out teaching duties in accordance with the schools schemes of work and National Curriculum</li> <li>• Work with all staff to ensure the best quality provision for all pupils</li> <li>• Provide an example of excellence as a leading classroom practitioner in the team and inspire and motivate other staff</li> <li>• Work with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for improvement</li> <li>• Hold teaching commitment of 3 days per week</li> </ul>
	<p><b>Children's Progress</b></p> <ul style="list-style-type: none"> <li>• Co-ordinate professional development to focus on teaching and learning and attainment across the school</li> <li>• Identify pupil underachievement and appropriate support/intervention</li> <li>• Lead monitoring of pupils with SEND, PP pupils and other identified groups</li> <li>• Liaise with the SENCo on the learning needs of pupils</li> </ul>
	<p><b>Monitoring provision</b></p> <ul style="list-style-type: none"> <li>• Perform regular and rigorous monitoring of the provision (both planning and delivery) and assessment procedures and feedback to the Senior Leadership Team and the Governing Body</li> <li>• Ensure work sampling is carried out to monitor the implementation of policies and impact on progress</li> <li>• Moderate pupils assessment and work to ensure agreements to guarantee reliable data</li> <li>• Map out the teaching provision on an annual basis and throughout the year as and when required</li> <li>• Take a lead role in the safeguarding of children</li> </ul>
	<p><b>Child Management</b></p> <ul style="list-style-type: none"> <li>• Support class teachers in dealing effectively with behaviour following the school's policies</li> <li>• Facilitate where appropriate transition activities</li> </ul>
	<p><b>Working with parents</b></p> <ul style="list-style-type: none"> <li>• Provide information to parents regarding progress and attainment when appropriate and in line with school requirements</li> <li>• Lead and/or attend relevant parent information meetings</li> <li>• Work with colleagues to improve attendance across the school</li> </ul>



	<p><b>Leading and managing policy</b></p> <ul style="list-style-type: none"> <li>• Contribute effectively to the development of the school's vision and ethos</li> <li>• Contribute to the consistent implementation and review of relevant policies</li> <li>• Lead safeguarding across the school</li> </ul>
	<p><b>Leading and managing learning and progress</b></p> <ul style="list-style-type: none"> <li>• Display and act as a role model to other staff members by demonstrating subject knowledge, subject application, marking, assessment, recording and reporting</li> <li>• Make a significant contribution to the schools Self-Evaluation process</li> <li>• Develop learning opportunities across the school to engage learners in lessons</li> <li>• Ensure effective use of resources, including new technologies, to stimulate learning and progress</li> </ul>
	<p><b>Leading and managing people</b></p> <ul style="list-style-type: none"> <li>• Secure a commitment from all members of the school community to the vision and ethos of the school</li> <li>• Provide information to the Headteacher regarding any issues or progress</li> <li>• Advise upon, plan and contribute to the professional development of all staff to increase their effectiveness and impact on the quality of teaching and learning</li> <li>• Carry out and line/performance management responsibilities</li> <li>• Address staff underperformance in a supportive manner</li> <li>• Take into account health and safety issues to ensure risk is managed for staff</li> </ul>
	Be responsible for the analysis of data across the school overseeing and organising termly data drops
	Report to parents on the development, progress and attainment of pupils.
	Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
	Day to day management in the absence of the Headteacher.
	Other duties arising; related to the post as discharged by the Headteacher.
Accountable to	Deputy Headteacher
Salary range	L4 – L9
Signed	Date: