JOB DESCRIPTION
PRIMARY DEPUTY HEAD TEACHER

This appointment is subject to the current conditions of employment of deputy head teachers contained in the School Teachers’ Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school’s articles of government.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended by the Headteacher, at any time, to reflect or anticipate changes in the post, legislation or needs of the school. Any changes will be discussed between the Head Teacher and Deputy Head Teacher.

The post holder, in addition to the requirements of varied teaching commitments, will be required to undertake the following areas of responsibility and key tasks:

A. **Strategic direction and development of the school** in co-operation with, and under the direction of, the Head Teacher to:

- Support the vision, ethos and policies of the school and promote high levels of achievement.
- Support the creation and implementation of the school development plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it.
- Support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work.
- Support rigorous evaluation of the effectiveness of the school’s policies and developments with particular emphasis on the School Self Evaluation Form.
- Further support self evaluation cycle by developing and organising varied, stimulating and relevant staff meetings and training days throughout the year.
- Actively contribute to the development of all aspects of school life to ensure innovation, forward thinking and creativity remain at the heart of the school’s purpose.
- Ensure that parents/carers are well informed about the school curriculum, its targets, children’s attainment and their part in the process of improvement.
JOB DESCRIPTION  
PRIMARY DEPUTY HEAD TEACHER

- Enable the views of both parents/carers and children to be heard and considered.
- Promote opportunities for networking with other schools.

B. Teaching and Learning to:

- Develop a classroom environment and teaching practice which secures highly effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline.
- Be able to provide model demonstration lessons to other staff that exemplify high standards of teaching and learning.
- Be able to form positive relationships with children while maintaining excellent behaviour and classroom management.
- Take responsibility for the development and monitoring of a curriculum area(s) and whole school curriculum aspect(s), as agreed.
- Support the Head Teacher in monitoring of the quality of teaching and learning by undertaking lesson observations, monitoring plans and children’s work and providing feedback, targets, advice and support.
- Support the Head Teacher in monitoring children’s achievement and attainment, including the analysis of performance data.
- Support the Head Teacher in developing links with parents/carers, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children’s personal development.

C. Leading and Managing Staff to:

- Be an excellent role model in all aspects of professional life.
- Support the Head Teacher in developing positive working relationships with and between all staff and provide and sustain motivation
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.
- Ensure that a high standard of physical and emotional care for all children is maintained and where necessary, to act as liaison with all external support agencies.
- Ensure that a high standard of education is maintained at all times for all children and that appropriate educational intervention programmes are implemented and kept under review.
- Support the Head Teacher in the implementation of the school’s performance management policy.
• Through production of a CPD plan and management of the Standards Fund, arrange programmes of training for staff as necessary and provide particular support to newly qualified teachers, supply teachers and teachers new to the school.
• Support the performance management process as required and use the process to develop personal and professional effectiveness.
• When necessary and as appropriate, assist with student teacher training when practices are held at the school.
• Ensure, alongside the Head Teacher, that teaching and non-teaching staff work within the requirements of the Health and Safety at Work Act.
• Ensure effective deployment of all staff to maximise benefits for all children both in and out of the classroom environment.
• Provide opportunities to all staff for guidance and counselling and foster good relationships within the school.
• Provide when necessary, advice and support to parents about their child’s development and needs.
• Actively develop and maintain positive relationships with parents, the local community, governors and elected representatives.
• Be supportive of the assessment manager by aiding the monitoring and reporting of achievement to assist teachers and inform governors of the target setting process.
• As necessary, support prepare and complete the appropriate application of awards and funding that both recognise the school’s achievements and help sustain further development.

D. Effective Deployment of Staff and Resources to:

• Support the Head Teacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
• Deputise for the Head Teacher in all aspects of the management, control and discipline of the school.
• Support the Head Teacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children’s personal development needs are met.
• Work with the Head Teacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.
• Allocate duties, timetables and tasks to staff, both teaching and non-teaching.

E. Curriculum to:
• In partnership with the Head Teacher, act as overall curriculum co-ordinator.
• In close liaison with subject leaders, update, refine and develop as appropriate, the school’s curriculum planning systems.
• Alongside the Head Teacher, ensure any OFSTED recommendations are fully implemented.
• Monitor curriculum development plans for priorities, costings and links with the school development plan.

F. General to:

• Act as 'critical friend' and provide effective professional challenge and support to the Head Teacher.
• Provide information and advice (in a variety of formats) to the Head Teacher, governing body, officers and inspectors, and support proper accountability processes throughout the school.
• Promote equal opportunities within the school and to seek to ensure the implementation of the school’s equal opportunities policy.

G. Specific Responsibilities to:

• Ability to analyse and interpret data and identify trends
• Lead the analysis of data and produce termly assessment reports for Governors, SLT and teachers.
• Take on specific tasks related to the day-to-day administration and organisation of the school.

H. School Specific Responsibilities and Tasks

• Take on any additional responsibilities which might be determined from time to time.