**Deputy Headteacher Job Description**

**Grade: Leadership Payscale, L4 to L8 (£43,034 to £47,501)**

**Hours: 32.5 hours per week, full-time**

**Reporting to: Headteacher**

**Purpose of the Job**: To work in close partnership with the Headteacher to model high commitment to the shared vision and direction of Phoenix Community Primary School; be a leader and be responsible for the management and co-ordination of staff development, and to deputise for the Headteacher in her/his absence, as directed by the governing body.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers’ Pay and Conditions Document (STPCD)

**Accountabilities**

**Managing Teaching and Learning**

* To assist the Headteacher with an ongoing cycle of monitoring teaching and learning to ensure that this is consistently good
* 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
* Support staff to develop pupil talk, direct feedback and self/peer assessment

**Leading People**

* To liaise with the Headteacher to ensure a consistent approach, use and development of assessment for learning and developmental marking.
* Promote a culture of teamwork, in which the views of all members of the school community are valued and staff are supported to develop their skills and knowledge
* Support the development of collaborative approaches to learning within the school and beyond and a culture of ‘open classrooms’ as a basis for sharing best practice
* 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 act as an appraiser for teaching and support staff.
* To organise work experience and other pre-18 student placements
* To deputise for the Headteacher in her/his absence and hold all staff to account for their professional conduct and practice

**Leading and Managing Policy and Planning**

* To safeguard and promote the welfare of pupils, following school policies and the staff code of conduct
* To manage the implementation of the school’s behaviour policy and organise training for any staff group as necessary
* To manage and review curriculum initiatives and develop systems for measuring their impact.
* To assist the Headteacher in developing recording and reporting systems
* To assist the Headteacher and wider leadership team with self-evaluation and improvement planning.
* 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
* Develop action plans in specified areas of responsibility, in order to bring about improvements