

September 2018

**St Katherine’s School & Nursery**

**Job Description**

**Deputy**

**Headteacher**

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| **Line Manager:** Headteacher  **Key Roles**   * Take full responsibility for the school in the absence of the Headteacher. * Be a Deputy DSL. * Be an active member of the SLT team. * To take minutes at meetings as required. * Ensure the Safeguarding of pupils at all times. * Contribute to maintaining and developing the ethos, values and overall purposes of the school. * Contribute to the efficient organisation, management and supervision of school routines. * Undertake such duties as are delegated by the Headteacher. * At all times follow school’s non-negotiable expectations.     **Shaping the future**   * In partnership with the Headteacher and governors establish and implement an ambitious vision and ethos for the future of the school. * Play an active role in formulating and reviewing the Combined SEF/SIP and ensure that key priorities are driven at pace across the school. * In partnership with the Headteacher manage school resources. * Promote a culture of inclusion and British Values within the school community where all views are valued aretaken in to account.     **Monitoring teaching & learning**   * Alongside the Headteacher deliver training and support to all staff. * Monitor the quality of teaching through Lesson observations, drop-ins, book looks and planning across the whole school, but with particular focus on one of the Phases (Lower Phase Y1-Y3 and Upper Phase Y4-Y6). * Monitor, evaluate, review and be accountable for pupils’ progress, achievement and attainment in their phase. * Run pupil progress meetings and when necessary challenge underachievement. * Work alongside the Headteacher analysing data of pupil groups to drive school improvement. * Alongside Headteacher support Curriculum Leaders to lead their subject across the school.     **Developing self and others**   * Support the development of collaborative approaches to learning within the school and beyond. * Oversee the induction of new staff in their phase. * Oversee the mentoring of NQTs and trainee teachers in their phase. * Participate in the selection and appointment of new staff. * Oversee appraisal for their phase. * Lead by example to motivate others. * Take an active role in their appraisal to support teaching, learning and their own career progression.     **Managing the organisation**   * Ensure the effective dissemination of information across the school. * Ensure a consistent approach to standards of behaviour are implemented across the school. * Along with the Headteacher and Assistant Headteacher ensure the day-to-day deployment of staff to cover courses and absence. * To undertake any professional duties, reasonably delegated by the Headteacher.     **Strengthening community**   * Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers. * Promote the positive involvement of parents/carers in school life. * Organise and conduct meetings with parents and carers to ensure positive outcomes for all parties. * Work with the local community. * Promote positive relationships and work with colleagues in other schools and external agencies. |