

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.
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