

Joydens Wood Infant School

Job Description for Deputy Headteacher

Responsible to: Headteacher

Main purpose of the post:

* To promote an environment which encourages children to florish.
* Attend and contribute to professional development meetings, leading when appropriate.
* Attend and contribute to the school’s leadership.
* Assist the Headteacher in developing the school’s targeted improvement plan.
* Assist the Headteacher in monitoring the school’s teaching and learning standards.
* Manage and further development the school’s Assessment practices.
* Motivate and develop colleagues in consultation with the Headteacher.
* Uphold all standards required by the school’s stated aims and mission statements.
* Take advantage of appropriate professional development opportunities.
* Take a lead role in whole school SEN provision.
* Lead inclusion within the school.
* Act as an Appraisal Team Leader.
* Liaise effectively and positively with parents, governors and with other agencies to promote the work of the school.

Specific attributes:

* Undertake analysis of very complex problems.
* Challenges others in the pupil’s best interests and tackle poor performance.
* Rises to challenges.
* Creates development opportunities.
* Sets and tackles challenging targets.
* Actively promotes staff morale.
* Creates a community where there is mutual respect and builds team spirit.