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| **CAGE GREEN PRIMARY SCHOOL** |

**JOB DESCRIPTION: DEPUTY HEADTEACHER**

**Line of Responsibility:** Headteacher

**Line Management:** The postholder will line manage teaching and support staff as agreed with the Headteacher.

**Salary:** Leadership pay spine: L9 – L13

**Purpose:**

* To work with and support the Headteacher in determining the overall strategic direction of the school and make a significant contribution to the school’s development planning, ensuring that appropriate policies are implemented in accordance with the school’s aims and objectives.
* To deputise for the Headteacher in all aspects of his/her role in his/her absence.

**Key areas of work:**

**Strategic direction and development of the school**.

* Work with the Headteacher and school community to create a shared strategic vision, which inspires all members of the school community and drives improvement.
* To contribute towards a strategic school development plan which identifies priorities and targets for ensuring that pupils achieve high standards and that teaching is highly effective.
* Monitor and review all aspects of attainment, priorities, targets and policy and take necessary action.
* Support all staff in achieving the priorities and targets which the school sets for itself, and provide them with the motivation to support its aims.

**Leading Teaching and Learning alongside the Headteacher**

* Ensure teaching and learning are of the highest standard and at the centre of strategic planning and resource management.
* Ensure a consistent and continuous school-wide focus on pupils’ achievements.
* Monitor the quality of teaching and pupils’ achievements, including the analysis of performance data.
* Create and maintain a learning culture which enables pupils to become confident, considerate, determined, enthusiastic and independent learners.
* Ensure the curriculum is fit for purpose in accordance with changing demands, and determine and organise the curriculum to monitor and evaluate its effectiveness.
* Ensure an effective and consistent approach to managing pupil behaviour and attendance.
* Carry out the professional duties of a teacher as required.

**Professional Development and Working with Others**

* Ensure effective performance management and continuous professional development of all staff.
* Share leadership, build teams and work cooperatively with all stakeholders.
* Manage own workload and the workload of others to support an appropriate work/life balance
* Promote a culture of coaching for development and improvement and enable staff to develop expertise in their respective roles
* Lead by example to motivate and collaborate with others.

**Managing the organisation**

* To support the Headteacher with developing and maintaining organisation structures and systems which distribute leadership and enable the school to run efficiently and effectively on a day to day basis.
* Monitor, evaluate and review the effects of policies, priorities and targets of the school in practice
* Maintain a safe, secure and healthy school environment and appropriate safeguarding for staff and pupils
* To support the Headteacher with recruitment, retention and effective deployment of staff, managing financial and human resources efficiently to achieve the school’s vision and ensure value for money.

**Securing Accountability.**

* Ensure individual accountabilities are clearly defined, understood and agreed and are subject to review and evaluation.
* Provide information, advice and support to governors to enable them to meet their responsibilities.
* Provide information about and account for the school’s work and performance to a range of audiences, including parents and governors.

**Strengthening Community Through Collaboration.**

* Build and maintain links with the wider community to sustain and enrich all aspects of school life.
* Collaborate with other agencies to support the learning and well-being of pupils and their families.
* Create and maintain partnerships with parents/carers

**General**

* To uphold the school’s policy in respect of safeguarding and child protection matters.
* The postholder may be required to perform any other reasonable tasks after consultation.
* This job description is not necessarily a comprehension definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the postholder to meet changing regulations or circumstances.