

# EASTCHURCH CHURCH OF ENGLAND PRIMARY SCHOOL

# DEPUTY HEADTEACHER JOB DESCRIPTION

## Grade: Leadership Scale: Group 3 (L7 – L12)

## Responsible to: The Headteacher and The Governing Body

# Primary Purpose of the role

* To maintain the Christian character and provide spiritual leadership across the school
* To work with the Headteacher in creating, inspiring and embodying the Christian ethos and Culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.
* To support and uphold the vision of the school across both sites
* To support the Headteacher in the leadership and management of the school across the sites
* To promote and safeguard the welfare of children and young persons for whom the  school is responsible and those with whom they come into contact
* To lead on all aspects of Inclusion across the school
* To work with leaders to determine, plan and implement the direction of whole school issues;
* Meet pupil and staff needs on a day-to-day basis;
* Ensure the supervision and control of pupil behaviour (compliance and behaviour for learning) around school at all times;
* Be a strong presence around school: a role model to all.

## Expectations of the DHT:

* Maintain effective communication with the Headteacher and governing body offering support and advice on strategic and day to day issues.
* Deputise for the Headteacher in all aspects of the management and leadership of the school; assume whole school responsibility in their absence.
* Notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to your work;
* Develop and maintain effective channels of communication with and between staff.
* Support the Headteacher in the effective appointment, deployment and development of staff.
* Support the Headteacher to monitor, evaluate and review the quality of teaching, learning, standards and achievement across the school.
* Support the development and implementation of school improvement priorities and take responsibility for monitoring, evaluating and reviewing agreed aspects of it.
* Lead and evaluate the curriculum through effective development and monitoring
* Provide guidance and support to other members of staff in achieving school priorities and targets, developing the curriculum and implementing schemes of work.
* Develop effective relationships with staff, governors, pupils, parents, the church and local community in order to enhance teaching and learning and the ethos of the school.
* Identify and improve those areas relevant to your role which need to move to good and outstanding;
* Maintain those school policies and procedures relevant to your area and update whenever required;
* Be present where required at meetings, performances and other functions / events; (including before and after school.)
* identify and attend CPD relevant to your role and school priorities
* Set an example in undertaking a regular commitment to duties and rotas
* Work as part of a team, submitting draft proposals and documents for further development by the Leadership Team, and accepting and supporting final Leadership Team decisions

## Inclusion Role:

* Support the Headteacher to ensure that the school is meeting all its legal obligations with regard to inclusion.
* Monitor, track, analyse and evaluate the outcomes of standards, attendance and behaviour of all vulnerable groups
* Work closely with other leaders and staff to ensure that the needs of all vulnerable groups are being met across the school
* Be a Deputy Designated Safeguarding Lead and ensure that all aspects of safeguarding and

child protection are fully embedded within the school’s policies and procedures

* Ensure the work of Staff has an impact on the aspirations and achievement of all the pupils for which support is provided;
* Promote inclusive learning and teaching across the school;
* Lead and manage the Staff to ensure classroom-based support is current, effective, consistent and which meets the needs of the pupils and the National Curriculum;
* Carry out monitoring processes to evaluate the impact of the work of staff who support pupils/groups of pupils in the school;
* Model good practice and ensure there are opportunities to share innovative practice within the school;
* Act as the school’s ‘equality champion’, ensuring that practices and procedures are in-line with the School’s Policy;
* Ensure that any processes or information required by the Local Authority (audit purposes for example), Ofsted, etc. is available and provided when required;
* Implement monitoring processes to ensure that any support has impact.
* Ensure that the expertise of the individual members of Staff are identified and utilised to the best possible effect on the aspirations and achievement of pupils;
* Working within progress tracking procedures, identify, gather and rigorously analyse detailed and accurate data to identify the needs of all individuals and vulnerable groups and target them for support and improvements in their progress and achievement where required;
* Ensure all pupils are provided with appropriate levels of challenge commensurate with their abilities and needs and that all pupils have clear targets to enable them to make progress;
* Organise a programme of relevant and appropriate training and development for Educational Support staff to develop expertise in support skills, subject knowledge and school initiatives. Disseminate procedural information such as recommendations of the code of practice or the school Inclusion and Equalities policies;
* Co-ordinate arrangements during statutory assessments (SATs) for dispensations and support;

To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.