

Job Description: DEPUTY HEAD TEACHER

Grade: LEADERSHIP SCALE L8 – L12

Responsible to: HEAD TEACHER

Purpose of the Job:

OVERALL RESPONSIBILITY:

- To assist the Head Teacher in managing the school on a day-to-day basis.
- To deputise for the Head Teacher in the event of absence or other urgent business.
- To promote and develop the school's distinctive Christian standards and character.
- Monitor, evaluate, improve and review the quality of teaching, learning and assessment.
- Ensure appropriate Safeguarding measures are in place, and followed, across the school

Key duties and responsibilities:

Working to the professional duties set out in the School Teachers' Pay and Conditions Document

SPECIFIC DUTIES

1. Initiate, manage and evaluate change and improvement to develop the school in line with the Strategic Improvement Plan.
2. Develop and review policies.
3. Report to Governors, attending all FGB meetings and all other relevant meetings and supporting their evaluative practice.
4. Line Manage the Middle Leadership team to ensure the best learning outcomes for pupils at all key stages.
5. Line manage phase leaders strategically, driving quality first teaching and high pedagogical standards
6. Lead the school coaching programme, to ensure all teaching is at least good and an increasing amount of outstanding practice is evident.
7. Organise monitoring and evaluation systems to measure pupil progress, working with the Assessment Manager, sharing outcomes with Head Teacher, Governors and Leadership Team
8. Play a major role in the professional development of all staff, apprentices and students.
9. Act as team leader in the Performance Management System.
10. Promote and develop a partnership with parents, which recognises and encourages their contribution to their child's education.

11. Organise and manage cover across all key-stages, ensuring quality teaching is available to all children at all times.
12. Under the direction of the Head Teacher, organise and assist in the recruitment of new staff.
13. Ensure the school website and social media engages and informs all users. 13. Develop mutually beneficial relationships with other schools in the Central Ashford Town Collaboration.
14. Line manage phase leaders strategically, driving quality first teaching and high pedagogical standards.
15. Report to Governors, attending all FGB meetings and all other relevant governing body meetings and supporting their evaluative practice.

CHRISTIAN CHARACTER

1. Plan, review, evaluate and regularly lead Collective Worship across the school, ensuring it supports the school values and acknowledges the Christian Calendar, celebrating significant events.
2. Lead, monitor, review and improve the teaching of Religious Education across the school,
3. Contribute to the self-evaluation of Christian Distinctiveness, monitoring and evaluating to ensure it reflects school practice.

PASTORAL DUTIES

1. Act as Designated Safeguard Lead (DSL), ensuring all staff follow correct procedures as stated in the Safeguard Policy.
2. Ensure the school expectations and policy for managing pupil behaviour is followed.
3. Deal with parental concerns or complaints in a professional and positive manner, ensuring school policies and expectations are observed.

PERSONAL

1. Liaise with the Head Teacher to ensure there is a Senior Leadership presence at all after school events.
2. Take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy.
3. Effectively manage own time when dealing with the wide range of day-to-day and long term demands of the post.