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| **JOB DESCRIPTION** **DEPUTY HEAD TEACHER** |
| **Accountable To** | Executive Head Teacher, Head of School, and the local governing body of the School. |
| **Scale** | L10-L16 |
| **Contract/Duration** | Permanent |
| **Appointment From** | January 2022 |
| **Job Purpose** | The Deputy Head Teacher will be responsible for supporting the leadership, organisation and management of the school whilst working in partnership with key stakeholders.  |
| **Key Areas** | **Roles/Responsibility** |
| **Responsibilities***Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.* | * **Shaping the future:** work with the Executive Head Teacher, Head of School, SLT team and governing body, TKAT as the MAT and staff to develop the shared vision and strategic plan, which should serve to inspire and motivate pupils and all other members of the school community
* **Leading teaching and learning:** create an environment which enables each child to achieve their full potential through the provision of quality teaching and learning.
* knowledge and expertise in both SEND and EYFS would be essential.

**Managing the organisation:**  support the operational day to day running of the school* maximise the potential of each and every child by cultivating an efficient, effective and safe learning environment.
* **Strengthening community ties:** to engage with the wider community, to develop and create opportunities for the School.
* **Planning and policy:** to work alongside the ExecutiveHeadteacher and wider SLT team ondeveloping the vision, values and priorities of the school development; , to implement and evaluate the school policies, practices and procedures.
* **Strategic:** support the leading and management of teaching and learning in addition to other key areas of responsibility (ie. behaviour) whilst also promoting the safety and wellbeing of pupils and staff. Manage staff, including appointments and resources. Lead the Performance Management of some teachers and support staff.
* **Advisory:** maintain a good knowledge and understanding of educational developments and advise the staff team of changes as well as the governing body, as appropriate.
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| **Core competencies** | * **Clarity of purpose:** understand the ethos of the school and use that understanding to support the development of a clear vision for improvement.
* **Developing others and teamwork:** supporting and driving a  learning environment which strengthens the skills, knowledge and continuing professional development opportunities for staff.
* **Influencing others:** build effective relationships with pupils, colleagues, parents and governors so that all stakeholders work collaboratively to achieve the shared vision for the school.
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| **Review of job description** | * This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Executive Head Teacher, governing body and TKAT. It may be subject to modification and amendment at any time after consultation with the post holder.
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*You will be expected to promote and safeguard the welfare of the pupils at Shenstone School. This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school’s articles of government.*