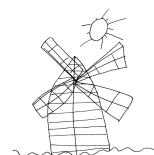


St Peter's Church of England Primary School
Deputy Headteacher Job Description



Job Title: Deputy Headteacher

Contract: Permanent

To adhere to the Conditions of Employment for School Teachers which specify the duties of a deputy headteacher as set out in the School Teachers' Pay and Conditions document. In addition the postholder is required to carry out such duties which the Headteacher may reasonably direct from time to time.

1. Teaching (*in addition to the Teacher's Standards outlined in the latest School Teachers' Pay and Conditions document*)

- Plan work in accordance with school schemes of work, National Curriculum programmes of study or the EYFS document.
- Work in collaboration with Teaching Assistants and SENCo.
- Take account of children's prior levels of attainment and use them to set targets for future improvements.
- Maintain good discipline by adherence to the advice given to staff in the behaviour management policy and elsewhere.
- Set high expectations for children's behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour code.
- Set appropriate and demanding expectations for children's learning, motivation and presentation of work.
- Maintain plans and evaluations of lessons undertaken and records of children's work.
- Maintain and monitor pupil progress data using these records to support and challenge.
- Attend consultation evenings and liaise with parents as appropriate to ensure they stay informed as to the progress of their child.
- Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on targets for individual or groups of children.
- Create and maintain a safe and stimulating learning environment which enhances the children's learning.

2. Shaping the Future

- Support the Headteacher and Governing Body in establishing a vision for the future of the school; demonstrating inspirational leadership and creativity.
- Support the Headteacher in the formation and implementation of school aims, objectives and ethos, establishing the policies through which they will be achieved and monitoring progress towards their achievement.
- Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school and how these link with National and local initiatives.
- Contribute to the identification of key areas of strength and weakness in the school and work, collaborating with the Headteacher in the self-evaluation process.
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example to other colleagues.

- Promote a culture of team work, in which views of all members of the school community are valued and taken into account.
- Assist the Headteacher in the appointment of staff following Safer Recruitment guidelines.
- Help maintain and enhance the Christian ethos of the school.
- Conduct Acts of Collective Worship.

3. Leading Learning and Teaching

- Provide a professional model as a classroom practitioner to the highest standard and to be an innovator and a catalyst for new ideas, inspiring and motivating others by the quality of their own work.
- Monitor and evaluate the quality of learning and teaching and assist with any formal procedures.
- Provide guidance and support to other members of staff in improving their classroom practice.
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in school.
- Support strategies to promote high standards of behaviour.
- Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school.
- Use a variety of assessment techniques e.g. Assessment Manager, Gap Analysis in Raise online to collate and analyse data end of Key-stage data. Ensure submission of data to the relevant authority in the timescale required.
- To be responsible for leading learning (implementation, monitoring and evaluation) of _____ (insert key subject areas to be discussed following appointment) throughout the school in line with statutory requirements and in full consultation with the Headteacher and staff.
- Undertake responsibility for monitoring standards in the subject areas they carry responsibility for across the school.

3. Developing self and managing others

- Promote and safeguard the safety and welfare of all children.
- Contribute to the creation of a positive school ethos in which every individual is treated with dignity and respect and the safety and welfare of children is paramount.
- Support the development of collaborative approaches to learning within the school and beyond.
- Support the induction of staff new to the school.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional development activity as necessary.
- Take an active role as mentor for newly qualified teachers (NQTs) and students.
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring in line with the School Plan and appraisal.

4. Managing the Organisation

- Assist the Headteacher in carrying out the management and organisation of tasks involved in the running of the school.

- Deputise for the Headteacher in her absence carrying out the full professional duties that are required of Headship.
- Ensure effective communication and organise and implement systems and procedures for the daily running of the school e.g. rotas of staff duties and use of specified rooms in school (hall, staffroom, Sanctuary).
- Assist the Headteacher in the co-ordination of risk assessment and the management of the building.
- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements.
- Manage the budgets for *allocated subjects / areas*. Contribute to the regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.

6. Securing Accountability

- Support the Governing Body in meeting its responsibility to account for the performance of the school.
- Work alongside the Headteacher to secure improvement through Appraisal; take responsibility for the Appraisal of identified staff.
- Support staff in understanding their own accountability and develop approaches to its review and evaluation.
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.
- Take responsibility for promoting and safeguarding the welfare of children within the school.

7. Strengthening Community

- Contribute to policies and practices which promote equality of opportunity and tackle prejudice.
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.
- Promote and model good relationships with parents which are based on partnerships to support and improve pupils' achievement.
- Seek to develop and strengthen links between the school, the Church and the community.
- Promote positive relationships and work with colleagues in other schools and external agencies.
- Assist in the creation of a stimulating, attractive and tidy environment, both inside and outside the school for the benefit of the school community.

The duties may be amended to meet the changing demands of the school at the reasonable discretion of the Headteacher and following consultation with the teacher.

SIGNED:

Teacher

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Headteacher

DATE: