

JOB DESCRIPTION

Title: Deputy Headteacher

Responsible for Curriculum, and Teaching and Learning

Hours: Full Time

Grade: L8-12

Responsible to: Headteacher

PURPOSE OF THE JOB

In partnership with the Headteacher and other members of the Senior Leadership Team, to be responsible for the professional leadership and management of the school to promote a secure foundation from which to achieve the highest standards in all areas of the school's work.

To carry out the duties and responsibilities of a teacher, as defined in the 'School Teachers' Pay and Conditions of Service' document, having due regard to the school's aims and objectives and schemes of work/syllabus, and any policies of the governing body and the local authority.

In addition to the requirements set out above and other roles stated later, the Deputy Headteacher will be expected to fulfil the following expectations and other duties as assigned by the Headteacher ensuring the smooth running of the school thus creating high quality provision in each key stage.

Key Responsibilities:

In conjunction with the Headteacher the Deputy Headteacher will lead on:

- Working alongside the wider leadership team to ensure that the quality of teaching and learning throughout the school is meeting the needs of all pupils; removing barriers to learning
- The development, implementation, and review of a broad and balanced curriculum that meets the needs of all pupils
- Chairing Middle Leader Meetings, monitoring their impact and feeding back on this to the wider leadership team
- Working with the headteacher to develop a strategic approach to monitoring, directing the phase and subject leaders in this, to drive pupil outcomes and standards in all subjects
- The effective and accurate use of assessments to ensure excellent pupil progress for all pupils across all year groups
- Will be a designated or deputy designated safeguarding lead within the school safeguarding structure
- Managing the school effectively in the absence of the Headteacher
- Ensuring regular and constructive communication with the Headteacher regarding all aspects of school life
- Undertake such reasonable activities as the Headteacher and Governors may, from time to time require.

General Responsibilities:

In addition to carrying out the professional duties of a teacher, the Deputy Headteacher will support the Headteacher in:

- Reviewing and developing the strategic aims and objectives of the school
- Specifically leading on the Curriculum and Teaching element of the School Improvement Plan
- The establishment and review of school policies and practices
- Leading on pupil progress meetings within the teaching, learning and assessment cycle
- The management of staff and resources in line with these policies and practices
- Challenging staff, in line with the school's values, to maintain the highest of expectations, both informally through daily contact and formally within the self-evaluation/monitoring cycle
- Monitoring standards and pupil outcomes in order to evaluate progress on the priorities set
- Reporting on the progress and achievement of **all** pupils, with a focus on vulnerable groups, the allocation of funding, and termly reports to governors
- Attending and contributing to the Curriculum Governors Committee Meetings (termly)
- Leading a phase/key-stage (when necessary)
- Upholding the values and ethos of a Church of England Primary School; leading on whole school Church of England related events including acts of collective worship and involvement with the SIAMs inspection (sect 48)

Specific Responsibilities:

The Deputy Headteacher will lead on:

- As directed take responsibility for the day-to-day administration and management of the school;
- Promoting high standards of attitudes and behaviour
- Promoting high academic standards in all aspects of school and home learning
- Promoting good relationships between all staff (both teaching and non-teaching) and with parents, governors and the wider community through high visibility and modelling these
- Supporting staff in meeting personal appraisal targets and the priorities and targets which the school sets for itself
- Ensuring that parents/carers are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement

Curriculum:

In conjunction with and under the direction of the Headteacher, the Deputy Headteacher will ensure:

- **Curriculum Breadth:** Ensure the consistent delivery of a highly effective, broad, and balanced curriculum that inspires deep learning across all subjects and year groups.
- **Inclusive Implementation:** Adapt and drive curriculum delivery to ensure it meets the diverse needs of all pupils, providing equitable access to high-quality education.
- **Environment for Learning:** Oversee the creation of organised, high-quality learning environments where displays actively reinforce curriculum content and celebrate student progress.
- **Quality Assurance:** Lead systematic monitoring of teaching and learning to ensure the curriculum is delivered with high expectations, resulting in aspirational pupil outcomes.
- **Pedagogical Excellence:** Conduct regular work scrutinies to evaluate the impact of the curriculum on pupil work, ensuring a clear progression of skills and knowledge.
- **Evidence-Informed Practice:** Utilise performance data and the IDSR to refine curriculum delivery and target specific areas for pedagogical improvement, feeding into the SEF and SIP.
- **Community & Enrichment:** Strengthen curriculum delivery by integrating links with other educational institutions and the wider community to enhance pupils' personal development.
- **Stakeholder Engagement:** Facilitate effective communication with parents regarding the curriculum's impact, ensuring they are active partners in their child's learning journey.
- **Self-Evaluation:** Play a leading role in the school's self-evaluation process to continually assess the impact and match of curriculum implementation against national standards.

Leading and Managing Staff:

In conjunction with and under the direction of the Headteacher, the Deputy Headteacher will be expected to:

- Develop, promote and maintain good working relationships and morale between all staff mirroring these personally;
- Provide support for the continuing development of all staff, taking responsibility for the impact of this
- To assist in managing the ECT and new staff induction programmes, ensuring their success
- Facilitate communication between the staff and the Headteacher on matters of ethos, policy, organisation and discipline, ensuring a clear why
- Lead on the compilation, supervision and operation of timetables and rotas
- To be fully acquainted with school policies and to advise and support staff with their implementation in a positive manner, ensuring a two way dialogue
- Be a role model to staff e.g. professional conduct; modelling lessons when appropriate
- Assist in the appointment process of staff (under the direction of the Headteacher)
- Manage the school effectively in the absence of the Headteacher

Behaviour Management:

In conjunction with and under the direction of the Headteacher, the Deputy Headteacher will be expected to:

- Support and advise staff on the implementation and review relevant school policies
- Meet with parents/carers and wider agencies to discuss and advise them on issues related to their child's behaviour
- To bring to the wider leadership teams attention issues and concerns related to specific children requiring behavioural support
- Support the monitoring of children with challenging behaviour and work with other professional agencies in line with the school's policy/Code of Practice and values
- Share responsibility with the other senior staff for regularly reviewing and updating the school's behaviour related policies, in line with best practice, and the school's values

Safeguarding:

- To ensure that you are up-to-date with safeguarding legislation including but not limited to Keeping Children Safe in Education
- To follow the school's safeguarding and child protection policy
- To be a Designated or Deputy Designated Safeguarding Lead
- In conjunction with the HT and other senior leaders, make judgements as to when a referral is necessary with direct reference to the safeguarding policy and MASH team advice and protocols

This job description can be amended at any time following discussion between the Headteacher and the member of staff.

All teachers are expected to meet the Teachers' Standards [May 2012/Dec 2021] annually and participate fully in the school's appraisal policy. Teachers are expected to follow all agreed school policies, promote the ethos of the school and keep abreast with current developments in primary education. Teachers are expected to participate positively in meetings and take personal responsibility for their own professional development.