



This job description is intended to cover the particular responsibilities of the deputy headteacher. It is intended to sit alongside other responsibilities which the postholder will carry, for example class teaching, curriculum leadership or other specific roles.

JOB DESCRIPTION FOR DEPUTY HEADTEACHER

In addition to those duties detailed in the Pay and Conditions Document the Deputy Head shall be responsible to the Headteacher and the Governing board, including:

1. Implement the school's Vision, Aims and Policies of the School as agreed by the Governing Board.
2. Raise the standard of attainment of the pupils and the quality of the teaching and learning across the school, through the Stoke Heath Curriculum that meets the needs of our children.
3. Maintain and enhance the ethos of the school, safeguarding all children and young people.

The Deputy Head Teacher will play a key strategic role within the leadership team and the developing structure of the school. You will be expected to lead on the schools continued review and development. As a senior member of staff, they will be expected to work in partnership with staff, governors, parents and outside agencies as required and take full responsibility when the Headteacher is absent to ensure effective running of the school.

You will be responsible for specific tasks and the leadership of whole school aspects, which will be determined from time to time in consultation with the Headteacher.

The main expectations of the role are as follows:

1. SHAPING THE FUTURE

- Support the Headteacher, governors and SLT in establishing a vision for the future development of the school.
- Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school
- Contribute to the identification of key areas of strength and development in the school
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example for other colleagues
- Promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account
- Contribute to the self-evaluation of the school

2. LEADING LEARNING AND TEACHING

- Responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted
- Provide training for staff on effective teaching and learning
- Promote the active involvement of pupils in their own learning
- Contribute to target setting; including statutory procedures and targets for individuals and groups of pupils throughout the school
- Lead on promoting high standards of behaviour and restorative approaches
- Lead on developing trauma informed practice across the school
- Lead the development of a broad and rich curriculum which meets the needs of the range of pupils in the school
- Support the development of an effective assessment framework
- Monitor and evaluate classroom practice
- Provide support for colleagues in improving their classroom practice

3. DEVELOPING SELF AND WORKING WITH OTHERS

- Promote and safeguard the safety and welfare of children and young people
- 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 and young people is paramount
- Be
- Support the development of collaborative approaches to learning within the school and beyond
- Lead 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

4. MANAGING THE ORGANISATION

- Taking responsibility for the day to day logistics of the school including working with outside agencies.
- Manage staff on a day to day basis, supporting cover, wellbeing and other events which may occur.
- Be the designated Safeguarding Lead for the school OR deputy designated lead.
- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements
- Develop action plans in specified areas of responsibility, in order to bring about improvements
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities
- Take responsibility for the Performance Management of identified staff
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money

5. SECURING ACCOUNTABILITY

- Support the governing body in meeting its responsibility to account for the performance of the school
- 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

6. STRENGTHENING COMMUNITY

- Gain an understanding of the diversity of the school community
- Play an active role in the community and the development of the Family Centre.
- Contribute to policies and practice 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 wide community
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement
- Be actively involved in the community and the development of the Family Centre.

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