



Job Description

Aldermoor Farm Primary School

Deputy Headteacher

Salary: L14-19

Hours: 1 day per week

Contract type: Temporary

Reporting to: Headteacher

Duties and responsibilities

The Deputy Head will be responsible for working with and supporting the senior leadership team on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.

1. Strategic direction and development of the school

1.1 Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context

1.2 Demonstrating high standards of personal integrity, loyalty, discretion and professionalism

1.3 Publicly supporting all decisions of the Headteacher and Governing Body

2. Teaching and Learning

2.1 Providing an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff

2.2 Working with the Senior Leadership Team and Headteacher to sustain high expectations and excellent practice in teaching and learning throughout the school

2.3 Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for improvement

3. Leading and Managing staff

3.1 Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development

3.2 To support the Headteacher with the professional growth of all staff including ECT assessments and inductions

4. Efficient and effective deployment of staff and resources

4.1 In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context i.e. cover supervision timetables, deployment of HLTAs and supply staff and Teaching Assistant's timetables and deployment

5. Accountability

5.1 Supporting the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders

6. Specific Duties

6.1 Deputise for the Headteacher in their absence

6.2 Take a major role in the day-to-day running of the school including organising timetables and cover for absent colleagues

6.3 Supporting behaviour management across the whole school

6.4 Contribute to a positive ethos for learning

6.5 Support the provision of an exciting, stimulating and ambitious curriculum

6.6 Promote the values and achievements of the school to the community

6.7 Advise on the school's resource needs and co-ordinate these resources

6.8 Assist with the appointment and induction of new staff and provide monitoring and support for ECTs and students as necessary

6.9 Support the Headteacher and Governors in annual budget planning and monitoring

6.10 Assist in the preparation, implementation and monitoring of the School Improvement Plan

6.11 Undertake such reasonable activities as the Headteacher and Governors may, from time to time require

6.12 To design and manage the CPD programme in the school. To ensure CPD has a direct impact on the overall quality of education, and to ensure there is an effective induction process to support new teachers

6.13 To be responsible for the development and training needs of all staff as identified through the annual Appraisal cycle and School Improvement Plan.

6.14 To provide pastoral care to parents, pupils, and staff.

Additional responsibilities

7.1 To undertake relevant INSET and keep updated with current professional practice.

7.2 The post holder will be a Designated Safeguarding Leader or Deputy, and promote the welfare of, the children in our care

7.3 To undertake a small teaching commitment

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Head will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.