

Deputy Headteachers

Job Description

As deputy headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. There follow the particular expectations of this post. In addition, you will be required to fulfil any reasonable expectations from the headteacher. In the absence of the headteacher, you may be required to act as headteacher.

The post will require you to work in partnership with the headteacher, governors and staff to ensure the continuous improvement 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.

There will be the opportunity for the appointed candidate and the Head Teacher (HT) to discuss specific roles and responsibilities related to the job.

The main expectations of the role are as follows:

1. SHAPING THE FUTURE

- Support the headteacher and governors 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 weakness 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

- Share 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
- Support strategies to promote high standards of behaviour
- Contribute to 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
- Promote the use of ICT to enhance and extend pupils' learning
- 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
- 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

4. MANAGING THE ORGANISATION

- 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
- 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 wider community
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement