

# Job Description

**Name:**

**Post:** Deputy Headteacher

**Responsible to:** Headteacher

**Salary:** L2-L6

**Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified from time to time, with your agreement, to reflect or anticipate changes in the job and should be read in conjunction with other school documents and is not exclusive of the full range of professional duties.

**Purpose**

- To share with the headteacher the leadership and management of the life and work of the school, so that the school's aims and mission statement are implemented in accordance with the agreed policies.
- To review all aspects of school performance and contribute to school self-evaluation and development.
- To deputise for the headteacher in the event of her absence from school, carrying out any professional duties.

**Statutory Duties**

The deputy headteacher will carry out efficiently and effectively those duties described in the prevailing pay and conditions of service documents pertaining to the role of deputy headteacher, including any working time directive.

**Safeguarding**

- To safeguard and promote the wellbeing of all children, attending Basic level 1 training every 3 years.
- To be a deputy designated person for safeguarding, attending Intermediate Level 2 training every 2 years.

**Being a Church School**

- Support and promote the Christian ethos and values of the school.
- Attend and lead daily worship including services at St Laurence Church.

**Main Duties**

- To assist the headteacher in the day to day running of the school, deputising in her absence.
- To maintain and demonstrate the highest professional standards as a teacher.
- To have whole school leadership and management responsibility for teaching and learning and the curriculum.
- To lead and manage assessment and behaviour across the school.
- To act as a team leader in accordance with the regulations for the appraisal of performance of teaching and support staff.

**Love each other, as God loves us.**

# Job Description

## Teaching

- Planning and preparation of lessons in order to deliver the National Curriculum, ensuring breadth and balance in all subjects.
- Demonstrate an outstanding standard of teaching, working to the standards expected of beyond threshold post holders in this school, promoting the highest standards of classroom practice by example.
- Implement adaptations to meet the needs of all pupils to ensure all make good or better progress.
- Assessing, recording and reporting on the development, progress and attainment of pupils to a high standard.
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her including contributing to plans and meetings for pupils with specific needs.
- Maintain good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

## Staff meetings and professional development

- Attend weekly staff meetings, planning and delivering training which relates to the core business of the school, teaching, learning and progress.
- Participate in training opportunities for professional development.
- Support the professional development of colleagues, acting as a mentor, when needed.

## Leadership and Management

- Attend weekly Senior Leadership Team meetings.
- Monitor and evaluate the quality of teaching and learning across the school, promoting excellence and improving performance.
- Contribute to school self-evaluation and the writing of the School Development Plan.
- Lead and support staff in the management and development of their curricular responsibilities to promote high quality teaching and learning.
- Contribute to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new teachers and teachers serving induction periods.
- Liaise and work with all stakeholders resulting in positive outcomes.

## Other duties and responsibilities

To perform other duties at such times and places as may be specified by the headteacher.