



## Deputy Head Teacher – Job Description

**Purpose of Job:** To play a significant leadership role, under the direction of the Headteacher, in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

### Key Responsibilities:

#### Shaping the Future:

- Contribute to the generation of a clear vision for the school which supports children's learning and development
- In partnership with the Headteacher, provide inspiring, creative and purposeful leadership for the staff and pupils
- Demonstrate the vision and values in everyday work and practice
- Contribute information and data to assist in the planning and development of the School Improvement Plan, which identifies appropriate priorities and targets for improvement
- Be responsible for evaluating actions and strategies taken to raise standards and secure improvements
- Lead by example, both within and beyond, their phase
- Lead with significant impact a key area of school improvement
- To support the Headteacher in ensuring that the management, finances, resources and administration of the schools supports its vision and aims

#### Teaching and Learning:

- Demonstrate excellent class teaching which effectively impacts on learning to a high standard
- Implement systems of monitoring and evaluate the quality of education
- Monitor, evaluate and review classroom practice and support colleagues to make improvements within the phase and across the school
- Engage the appropriate resources to enable improvements to be made
- Challenge underperformance and ensure effective, corrective action and follow-up
- Analyse data and benchmarks to monitor the progress in every child's learning, year on year
- Fulfil relevant teaching responsibilities

**Developing Self and Working with Others**

- Support and provide staff with opportunities to further improve their performance, in addition to undertaking appraisals for a designated team of staff
- Hold staff to account for their professional conduct and practice, both contractually and where relevant as specified in the Terms and Conditions of Service of teachers.
- Work with Governors and senior colleagues to recruit and select teaching and non-teaching staff
- Manage and develop relationships with staff, parents/carers, Governors and the community
- Keep abreast of current initiatives and educational research, disseminating to appropriate staff within a CPD plan

**Managing the Organisation**

- Ensure the implementation of whole school policies which support the school's values, aims and objectives
- Line-manage colleagues on a day-to-day basis
- Ensure the safety of pupils, staff and others on the school site
- Develop and maintain links with parents/carers and the community
- Contribute to an effective staffing structure
- Maintain an overview of the logistics to ensure the smooth running of the school

**Securing Accountability**

- In partnership with the Headteacher, continue to develop and organisation in which all staff recognise that they are accountable for the success of the school
- Lead meetings and professional days to disseminate information, solve problems and make decisions
- Contribute to meetings in school and outside to ensure appropriate views are represented
- Provide information and support to the Governing Body to enable it to meet its responsibilities.

**Strengthening the Community**

- Build on and support the development of relationships between the school and local community and promote the use of people's strengths and skills to enhance learning.
- Strengthen home school links within the phase by actively engaging parents in their child's education

The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.