

**St John's C of E First School**  
**Learning together, aiming high!**



**JOB DESCRIPTION: DEPUTY HEAD**

**JOB DETAILS:**

**Salary Range: L2 – 7**

**Contract: Permanent Contract**

**Reports To: Headteacher**

**Responsible For: TBA On Appointment**

**CORE PURPOSE:**

Work with the Headteacher to provide professional leadership for the school, which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

**GENERAL DUTIES AND RESPONSIBILITIES:**

- ❖ To carry out the duties of the Deputy Headteacher as set out in the School Teachers Pay & Conditions Document.
- ❖ Under the overall direction of the Headteacher, play a lead role in formulating the aims and objectives of the school and establishing the policies through which they are to be achieved, be responsible for the standards and curriculum of all children, including monitoring of progress towards achievement, and proactively manage staff and resources.
- ❖ To support the Headteacher in the day-to-day organisation of school systems.
- ❖ To deputise for the Headteacher in her absence.
- ❖ To be one of the Deputy Designated Safeguarding Leads.
- ❖ To carry out the professional duties of a teacher as required
- ❖ Undertake such reasonable activities as the Headteacher and Governors may, from time to time require

**KEY TASKS AND RESPONSIBILITIES:**

**A: Strategic Direction and Development of the School**

Work with the Headteacher and the governing body to develop a strategic view for the school in its community, analyse and plan for its future needs and further development within the local, national and global context. Demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher and Governing Body.

**Vision**

Work with the Headteacher to establish commitment to a shared ambitious vision for the school; lead by example to inspire and motivate staff, parents, governors and pupils.

## Ethos

Work with the Headteacher to establish an ethos which promotes effective teaching and learning and which sustains improvement in the development of all pupils within the framework of a Voluntary Aided Church of England Primary School.

Promote a culture of inclusion within the school community where all views are valued and taken into account.

## Strategic Plan

Work with the Headteacher to:

- ❖ Rigorously self-evaluate all aspects of provision
- ❖ Develop and implement a strategic plan, underpinned by sound financial management and a range of data, which identifies key priorities and targets for school improvement.
- ❖ Lead by example when implementing and managing change initiatives.

## **B: Teaching and learning**

Work with the Headteacher and the Governing Body to create and sustain an environment and code of behaviour and discipline that secures and sustains effective teaching and learning, by providing an example of 'excellence' as a leading classroom practitioner inspiring and motivating other staff.

Contribute to an ambitious and positive ethos for learning where children and adults alike have a 'growth mindset'.

## Professional Skills

Carry out the duties as identified in the job descriptions, of:

- ❖ a class teacher
- ❖ the subject leader
- ❖ an area of whole school development

## Curriculum Planning and Design

- ❖ Lead the development and review of all aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all children,
- ❖ Work with subject leaders to plan and design a curriculum that ensures that the teaching of the core subjects are underpinned by cross curricular links within a broad curriculum context.
- ❖ Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- ❖ Ensure through leading by example the active involvement of all children and staff in their own learning.

## Monitoring and Evaluation

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

- ❖ Monitoring and evaluating the quality of teaching and standards of pupils' achievements and use benchmarks and set targets for improvements.
- ❖ Observing teaching and learning in order to support and develop colleagues to meet personal and professional targets.
- ❖ Monitoring planning and pupils work
- ❖ Analysing pupil progress using tracking systems to set targets and inform school improvement.

### **C: Leading and Managing Staff**

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

- ❖ Support the development of collaborative approaches to learning within the school and beyond
- ❖ Act as a positive role model to staff, maintaining high professional standards and high levels of care.
- ❖ Monitor the day to day well-being of staff.
- ❖ Establish and maintain effective communication systems with teaching and support staff.
- ❖ Assist with the appointment of new staff
- ❖ Organise and support the induction of staff new to the school and those being trained within the school.
- ❖ Lead the professional development of staff by example, providing support and leading INSET and PDMs as appropriate.
- ❖ Lead the annual appraisal process for identified teaching and support staff

### **D: Efficient and Effective Deployment of Staff and Resources**

- ❖ Work with the Heateacher and other members of the SLT to organise staffing and timetables to ensure effective and efficient teaching strategies and the implementation of the School Development Plan.
- ❖ Manage HR and other leadership processes as appropriate e.g. sickness absence
- ❖ Support the Headteacher and Governors in annual budget planning and monitoring

### **E: Accountability**

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

#### Effective Communication

- ❖ Ensure that parents and pupils are well informed about the all aspects of school life, and ensure that channels of communication are used effectively within the school.
- ❖ Promote the values and achievements of the school to the community

#### Advice to the Governing Body

- ❖ Provide information, objective advice and support to the governing body to enable it to meet its responsibilities.

#### Be Accountable for School Performance

- ❖ Present a clear and accurate account of pupil performance in areas for which you are responsible e.g. a core subject, specific groups of children, for a range of audiences including governors, the LA, OFSTED and others.

Signed \_\_\_\_\_ (Deputy) Signed \_\_\_\_\_ (Headteacher)

Dated:

***This job description will be reviewed at least once per year and may be subject to amendment or modification at any time, in consultation with the postholder.***