

NEWTON WESTPARK PRIMARY SCHOOL

Job Description

DEPUTY HEADTEACHER (Salary Range L5-L9)

Job Purpose:

- To assist the Headteacher in the overall management and leadership of the school.
- To actively promote the effective education of all pupils within the framework provided by statutory requirements and the policies of the governing body and to undertake the professional duties of a teacher and Deputy Headteacher as set out in the school Teachers Pay and Conditions Document.
- To promote and safeguard the welfare of children.

1. Strategic Direction and Development of the School.

To work in partnership with the Headteacher.

- a) To help provide strong and effective leadership for the school and develop a team in which all staff take responsibility for the success of the school;
- b) To deputise for the Headteacher in all aspects of leadership and management of the school, and represent the Headteacher, where necessary, at appropriate meetings;
- c) To help formulate the aims and objectives of the school and the policies for implementation;
- d) In consultation with staff and governors, to assist in the preparation, implementation and evaluation of the School Improvement Plan, SEF and OFSTED action plan;
- e) To help prepare the school budget and participate in other aspects of financial management and planning in order to raise standards and secure school improvement;
- f) To provide, by example, an inspirational, professional performance as an excellent classroom practitioner;
- g) To help lead professional development by example, supporting and leading INSET;
- h) To help organise duties and responsibilities, liaising with staff, so ensuring the effective day to day running of the school;
- i) To provide support and guidance to new staff with regard to mentoring and induction;
- j) To actively participate in the process of setting targets within the school and work towards their achievement;
- k) To actively participate in the monitoring of the effectiveness of the teaching/learning styles within school;
- l) To actively participate in the Performance Management process within school including lesson observations and a team leader role;
- m) To identify and plan opportunities for continuing professional development for self and colleagues;

- n) To assist in promptly responding to requests for information from external agencies;
- o) To bring to the Headteacher's attention opportunities for increased funding or resources;
- p) To co-operate in the efficient and effective deployment of teaching and non-teaching support staff;
- q) To maintain discipline in accordance with the school's procedures to encourage good practice with regard to punctuality, behaviour, standards of work and homework;
- r) To comply with Health and Safety procedures;
- s) To play a full part in the general life of the school community and encourage other staff and pupils to follow this example.
- t) To carry out any such duties as may be reasonably required by the Headteacher.

2. Teaching and Learning

To work in partnership with the Headteacher.

- a) To lead in curriculum development for the whole school with particular attention to Assessment.
- b) To monitor and appropriately respond to curriculum development and initiatives at national, regional and local levels;
- c) To help prepare, monitor and evaluate curriculum delivery to ensure that effective teaching and learning takes place within the planned programme of work;
- d) To assist in the development of a curriculum that is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils including those with Special Educational Needs;
- e) To help with the review and development of agreed policy guidelines;
- f) To help monitor and evaluate information on pupil progress, ensuring that it is used to improve teaching and learning, to motivate pupils and inform parents and other schools;
- g) To help set targets for the improvement of standards of attainment;
- h) To encourage pupils to fulfil their potential by promoting high expectations and standards within the school;
- i) To lead acts of worship;
- j) To offer support with extra-curricular activities and events;
- k) To assist colleagues with planning and classroom management for pupils with challenging behaviour;
- l) To identify/implement curriculum modification and improvement where required.

3. Pupils, Parents and the Community.

To work in partnership with the Headteacher.

- a) To promote, support and maintain the aims of the school and the caring relationship between pupils, staff and parents;

- b) To promote the pupil's social, moral, spiritual and cultural development enabling them to become full members of society;
- c) To promote Community Cohesion through the curriculum and school activities;
- d) To promote amongst pupil's self-discipline and encourage good behaviour determined by the school's agreed policy guidelines;
- e) To ensure that parents, carers, pupils and the wider community are well informed about the school;
- f) To contribute to the school's marketing activities e.g. collection of material for press releases;
- g) To communicate relevant information concerning pupils or curriculum matters to colleagues and relevant professionals;
- h) To ensure that the school's mission statement is reflected in activities and behaviour.