



Job Description - Deputy Headteacher

This appointment is with the Governing Board of St Mary's Primary School, under the terms of the National Society contract signed with the Governors as employers. It is subject to the current conditions of employment of Deputy Headteachers, contained in the School Teachers' Pay and Conditions document, other current educational and employment legislation, relevant Teacher Standards (2011) and National Standards of Excellence for Headteacher's (2020) and the school's Articles of Governance.

Job title: **Deputy Headteacher**

Accountable to: **The Headteacher**

In addition, specific requirements expected of this post holder are:

Main purpose of this role:

- Work with the Headteacher in creating, inspiring and embodying the Christian ethos, vision and values of St Mary's, securing its Mission Statement with all members of the school community;
- Lead by example, maintaining a clear focus on teaching and learning that empowers both staff and pupils to achieve their highest potential through your own excellent practice;
- Work in partnership with the Headteacher, and the Board of Governance, to formulate ambitious aims and objectives for the school, establishing and implementing policies and systems through which they shall be achieved;
- Work in partnership with the Headteacher and other senior leaders to ensure high quality teaching and learning across the whole school, leading to excellent outcomes for all children;
- Pro-actively support the day to day management of the school and take full responsibility for the school in the absence of the Headteacher;
- Carry out the professional duties of a teacher as required;
- Take responsibility and accountability for identified areas of leadership, as agreed with the Headteacher, including assessment.

Key Responsibilities:

Teaching and Learning responsibilities

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document;
- To carry out duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers;
- To be responsible for a specific class or age group of children to be decided upon appointment;
- To demand and demonstrate ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes;

- Demonstrate consistently excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' wellbeing.

Strategic Planning

Maintain a strategic overview, collaborating with others and motivating them towards shared goals which will drive school improvement by:

- Working in partnership with the Headteacher, senior leadership team and governors to formulate and implement an ambitious school vision and to lead and manage change;
- Working in partnership with the Headteacher to develop and review systems which ensure robust self-evaluation of school performance comparable to appropriate national standards;
- Support the Headteacher with the school development planning process, identifying priorities and formulating, implementing and reviewing appropriate plans and policies;
- Being pro-active in identifying areas for development, initiating and driving improvements across the whole school;
- Supporting other leaders in the school to develop, implement and review priorities and action plans and evaluate the impact of interventions.

Professional Development

Be an excellent role model, promoting high expectations of self and others and contributing to a collaborative learning culture which embraces continuous improvement by:

- Being reflective, demonstrating a desire to improve and learn;
- Keeping abreast of current research, theory and practice in relation to high standards of education and innovative practice;
- Promoting a culture of inclusion within the school community where all views are valued and taken into account;
- Working with the Headteacher to organise and lead a range of Continuing Professional Development for others including coaching, mentoring and appraisal;
- Organising and supporting the induction of new staff into a church school and those being trained within the school, including students on teaching practice/work experience, as appropriate;
- Managing your workload and that of others to ensure an appropriate work/life balance.

Leading Teaching, Learning and Assessment

Take a lead role in ensuring an ethos of challenge and support where all children can achieve success by:

- Being an excellent role model, exemplifying high quality, creative and inclusive teaching which raises achievement, guides children to become reflective and independent learners and inspires others;
- Supporting the Headteacher to develop, review and lead systems of monitoring and evaluating the profile of teaching and learning across the school, including lesson observations and appraisal;
- Securing the active involvement of staff in their own learning and developing and delivering appropriate professional development, including training, coaching and mentoring;
- Implementing and reviewing assessment procedures in line with school policies and statutory requirements;

- Development, organization and implantation of the school's policy for the personal, spiritual and social development of pupils within a Christian context, including pastoral care and guidance;
- Being committed to recognising and nurturing a skill/talent within all children.

Self-Improving school system

Promote a whole school ethos of collective responsibility and support the Headteacher in ensuring accountabilities are clearly defined, understood, reviewed and evaluated by:

- Demonstrating a commitment to collaborative working so that everyone can share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Communicating expectations clearly, recognising achievement and challenging underperformance through taking a lead role in processes such as 'Progress Review Meetings' and appraisal;
- Working in partnership with the Headteacher, implement systems which ensure robust self-evaluation of school performance and report outcomes to others including Governors;
- Working with the Headteacher and other leaders to analyse attainment and progress, identifying trends, strengths and areas for development in relation to national, local and school data;
- Working with the Governing body to enable it to meet its responsibilities, including attending and contributing to Governors' meetings;
- Reflecting on your personal contribution to school achievements and taking account of feedback from others.

Strengthening Community

Contribute to strengthening the school community and promoting collaborative working within and beyond the school by:

- Recognising, respecting and harnessing the contributions that colleagues, parents/carers, and governors can make to the academic development and well-being of children;
- Being pro-active in building and maintaining relationships with children, parents, staff, Church, outside agencies and members of the wider community and communicating effectively with them;
- Seeking opportunities to involve parents and the wider community in enriching learning experiences for children and adults;
- Help to promote a vision of a Church school witnessing to its Christian values in its local community;
- Work with the Headteacher to build and maintain a school culture and curriculum which promotes inclusion and equality and reflects the richness and diversity of the school's community;
- Work with the Headteacher and other senior leaders to collaborate with other schools and organisations in order to share expertise and bring positive benefits to each other.

Managing the School

Support the Headteacher in the smooth day to day management of the school, deputising in their absence, by:

- Maintaining and developing the Christian ethos, vision and values of St Mary's;
- Ensuring that resources, including the deployment and timetabling of staff, effectively and efficiently improve the quality of education for all children;

- Managing personnel processes with the Headteacher including, where appropriate, sickness absence, disciplinary, capability, recruitment of staff;
- Safeguarding the welfare of all children and adults;
- Ensuring appropriate Health and Safety requirements are met, including where appropriate, supervising children outside teaching hours;
- Implementing the Authority's and the Governing Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and SEND;
- Ensuring a consistent approach to standards of behaviour, attendance and punctuality in line with school policies and within a Christian context;
- Ensuring the effective dissemination of information in line with agreed communication systems.

Other

Any other duty deemed reasonable, as directed by the Headteacher. The specific nature and balance of these responsibilities will vary according to the needs of the school. It will be necessary to specify the leadership, management, curriculum and subject / aspect co-ordination responsibilities / teaching commitment to be undertaken by the postholder.

The applicant will be required to safeguard and promote the welfare of children and young people. The Deputy Headteacher is required to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and to support the Headteacher in holding all staff and volunteers accountable for their contribution to the safeguarding regulations.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Deputy Headteacher.

Signed (Deputy Headteacher):

Date:

Signed (Headteacher):