EMMANUEL HOLCOMBE PRIMARY SCHOOL

JOB DESCRIPTION – DEPUTY HEADTEACHER

Job Title: Deputy Headteacher

Responsible to: Headteacher

Salary Range: Leadership 3-7

KEY PURPOSE OF THE JOB:

In addition to carrying out the professional duties of a teacher, the Deputy Headteacher will:

* Have a major role in the leadership of Emmanuel Holcombe Primary School.
* Have a core responsibility for teaching and learning through the School.
* Work alongside the Headteacher to enhance the caring ethos of Emmanuel Holcombe Primary School.
* Work in partnership with the Headteacher to sustain an achievement culture where there is a continuous drive to improve standards and achievement through a vibrant and creative curriculum.

SPECIFIC RESPONSIBILITIES

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

* To assist the Headteacher in shaping the vision and direction of the school, setting out very high expectations and with a clear focus on pupil achievement.
* Foster a climate within the school which promotes the social and cultural development of all pupils.
* To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Headteacher, Governors and other senior staff. To take sole responsibility for appropriately delegated aspects in the School Improvement Plan, in agreement with the Headteacher.
* To provide an excellent role model for all members of staff and for pupils in all aspects of school life. To actively promote the aims of the school and to offer guidance and support to colleagues.
* To be an active member of the Full Governing Body and appropriate sub-committees.
* To deputise for the Headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.

TEACHING AND LEARNING

* To inspire, motivate and- influence staff and pupils, taking the leading role in maintaining the highest standards of teaching, learning and pupil discipline.
* To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils’ work and teachers’ planning and teaching.
* To model outstanding practice in the classroom.
* To provide guidance and support to managers and other staff in order to improve the quality of teaching and learning.
* To actively promote equality of opportunity by assisting the Headteacher in ensuring the school’s curriculum provides the best possible education for all its pupils.
* Supporting managers and subject leaders in developing their role, in particular in relation to raising standards.
* Supporting staff in the use of assessment information to inform teaching and learning.
* To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
* Develop links with other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children’s personal development.
* To take a leading role in the management of the school database of individual pupils’ attainment and progress, including the analysis of performance data.

LEADING AND MANAGING STAFF

* To lead on the development, monitoring and evaluation of efficient assessment and recording systems which will meet the needs of pupils, staff, L.A. and National requirements
* Support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation.
* To provide effective leadership and management to a team/teams of staff to ensure that professional duties are being fulfilled and enable all staff to develop expertise in their roles.
* To take a significant role in the implementation of the school’s performance management policy, to secure school improvement and individual professional development.
* Plan, allocate, support and evaluate the work undertaken by teaching and support staff, including the management of support staff on a day to day basis.
* To participate in recruitment and selection, as agreed with the Headteacher.

ACCOUNTABILITY

* Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improve standards of achievement.
* Contribute to the creation and development of a school in which all staff recognise that they are accountable for its success.
* Present regular reports on the School’s performance to Governors and OFSTed including regular updates of the SEF.
* Contribute to the establishment and monitoring of systems that keep parents well informed about the curriculum, children’s achievement and progress.

STRENGTHENING THE COMMUNITY

* To take a leading role in improving the involvement of parents, carers and the community in the life of the school.
* Work with the Headteacher to support a school culture and curriculum which takes account of the richness and diversity of the school’s community.
* Collaborate and network with other schools within and outside of the current partnerships.
* Work with other agencies for the well-being of pupils and families, including deputising for the Head Teacher in safeguarding matters.

**Safeguarding:**

As an employee of Emmanuel Holcombe CE Primary School, you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

**Equality Diversity and Inclusion:**

Emmanuel Holcombe CE Primary School is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

**Health and Safety:**

The post holder is responsible for Employees Duties as specified with the Schools Health and Safety Policies.