

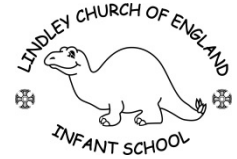
## **Lindley CE Infant School**

### **JOB DESCRIPTION**

**POST TITLE: DEPUTY HEADTEACHER**

**GRADE/SCALE: L10 – L14**

**POST REF:**



### **Duties and Conditions:**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. This is a permanent post. This job description may be modified by the Headteacher, with the post holder's agreement, to reflect or anticipate changes in the job.

**Responsible to:** The Headteacher

**Responsible for:** All teaching and support staff within the school including administrative staff, under the brief provided by the Headteacher.

### **Prime Objectives of the Post**

- To teach and undertake the professional responsibilities of the Deputy Headteacher in accordance with the Teacher's Pay and Conditions document as directed by the Headteacher.
- In the absence of the Headteacher, to take the same responsibility as the Headteacher for the running of the school, including extended school provision.
- To work with and support the Headteacher in the internal organisation and management of the school, ensuring high level leadership and communication.
- To support the supervision of teaching and support staff in relation to conditions of service.
- To inspire high quality teaching and learning through the modelling of excellent primary practice meeting all the varied additional needs of children at this school.
- To contribute to the school's strategic development as a key member of the school's leadership team.

### **1. Shaping the Future**

- 1.1 To support the Headteacher and Governors in establishing and achieving a vision for the future of the school; demonstrating inspirational leadership and creativity.
- 1.2 To support, promote and develop the aims, values and Christian ethos of the school.
- 1.3 To play a leading role in the school improvement process and the effective management of change.
- 1.4 To contribute to the identification of the key areas of strength in the school and areas for development.
- 1.5 To assist the Headteacher and Governors with the production, implementation and review of the School Development Plan.
- 1.6 To share responsibility for the ongoing process of school self evaluation.
- 1.7 To play a significant role in formulating the aims and objectives of the school and establishing the policies through which they will be achieved.
- 1.8 To support the Headteacher in maintaining and developing the good name of the school at all times, both internally and externally.

### **2. Leadership and Management**

- 2.1 To undertake the professional duties of the Headteacher in the event of her absence from school.
- 2.2 To work actively and effectively with Governors, parents, carers, teaching staff, support staff and administration staff.
- 2.3 To promote and model the implementation of and to uphold whole school policies, including behaviour and anti-bullying.

- 2.4 To play a leading role in the school's performance management cycle.
- 2.5 To monitor and evaluate classroom practice.
- 2.6 To take responsibility for the induction of new staff into the school, including NQT induction.
- 2.7 To take responsibility for the induction and guidance of ITT students, work experience students, volunteers and parent helpers.
- 2.8 To lead the school on the assessment, monitoring and tracking of pupil progress and target setting procedures, making effective use of comparative, value added and benchmarking data.
- 2.9 To assist the Governors and the Headteacher in the process of appointing new staff if appropriate.
- 2.10 To initiate and implement change enthusiastically, motivating others as appropriate.
- 2.11 To plan, prioritise and organise effectively.
- 2.12 To communicate effectively orally and in writing, to a range of audiences.
- 2.13 To take responsibility for the development of timetables which meet the needs of all pupils.
- 2.14 To develop and exhibit a good understanding of whole school issues including curriculum, personnel, financial and premises matters.
- 2.15 To contribute to the planning process for the distribution of resources to ensure that they meet the school's identified priorities.
- 2.16 To carry out delegated tasks efficiently and to be accountable for the outcomes.
- 2.17 To support the Headteacher in the everyday running of the school, including leading Collective Worship.
- 2.18 To be aware of and comply with the school's policies and procedures relating to child protection and safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- 2.19 To lead staff meetings, staff development sessions and team meetings as appropriate and be responsible for ensuring these are planned effectively and relevant actions agreed and followed up.
- 2.20 To contribute to ensuring that the additional needs of all identified pupils are met.
- 2.21 To take responsibility for leading and supporting colleagues in the identification of the More Able and Talented pupils in school.
- 2.22 To set a good example in terms of dress, punctuality, attendance and professional attitude.
- 2.23 To attend and participate in open evenings and pupil performances.

### **3. Leading Learning & Teaching**

- 3.1 To act as a subject leader and manage the budget/s as necessary for at least one curriculum area.
- 3.2 To undertake responsibility for the effective teaching and learning of pupils in the school, ensuring that the pupils have an appropriate, broad and balanced education in line with school policy and legal requirements of the National Curriculum or EYFS Curriculum. (as determined by the Headteacher)
- 3.3 To take on the role as an effective and exemplary classroom coach and mentor who acts as a role model for colleagues, leading teaching and learning by example.
- 3.4 To lead curriculum innovation and practice and take a leading role in monitoring, reviewing and evaluating the curriculum to ensure that provision expectations and standards are high across school.
- 3.5 To liaise with the Headteacher and Leadership Team with regard to the production, implementation, evaluation and revision of school organisation, policy, planning, assessment and moderation.
- 3.6 To keep up to date with current curriculum developments.
- 3.7 To engage in relevant professional development activities as necessary.
- 3.8 To assist the Headteacher in monitoring the quality of teaching and learning within the school, taking appropriate action where performance is unsatisfactory.
- 3.9 To share the responsibility for the tracking and target setting process for all pupils, including the analysis of assessment data.

- 3.10 To keep up to date with new initiatives, attending Inset courses, where appropriate, and disseminating information to staff.
- 3.11 To take an active role in supporting the planning for Collective Worship and Church services.

#### **4. Pupils**

- 4.1 To encourage a consistent, positive and inclusive approach to managing behaviour and the pastoral welfare of all pupils.
- 4.2 To promote the good behaviour of all pupils, working with colleagues, parents and the community.
- 4.3 To set the highest possible standards of classroom practice and management as an exemplar to other colleagues.
- 4.4 To play an active part in pupil discipline, care, guidance and support procedures across the school.
- 4.5 To liaise and conduct meetings with parents of pupils whose behaviour is causing concern.
- 4.6 To promote and safeguard the safety and welfare of the children.
- 4.7 To support and signpost additional professional help for families experiencing issues which impact on their children.
- 4.8 To actively promote the spiritual, moral, cultural, social, intellectual, and physical development of pupils.

#### **5. Staffing**

- 5.1 To contribute to the continued development of the Leadership Team.
- 5.2 To support the Headteacher in ensuring proper standards of professional performance and conduct are established and maintained throughout school.
- 5.3 To assist the Headteacher in developing a culture of professional teamwork across the school and at all levels.
- 5.4 To promote and take responsibility for areas agreed with the Headteacher eg. Continuous Professional Development.
- 5.5 To take a team leader role in Performance Management and to facilitate continued professional development.
- 5.6 To foster good working relationships with staff, ensure effective communication and help promote welfare, morale and motivation of all staff within the context of equal opportunity.
- 5.7 To offer leadership, guidance and support to staff in relation to teaching and learning and positive behaviour management.
- 5.8 To actively promote the inclusive ethos of the school, provide a professional role model for all staff and support the Headteacher in creating and maintaining a school climate that is supportive of staff, pupils and parents.
- 5.9 To encourage, across all staff teams, a consistent, positive and inclusive approach to managing behaviour and pastoral welfare of all pupils.

#### **6. Resources & Budget**

- 6.1 To be involved in all aspects of the school's development and improvement and assist the Headteacher and Governors in setting the school's budget in line with the School Improvement Plan.
- 6.2 To be responsible for a budget relating to a specific area.
- 6.3 To advise the Headteacher about resource needs as appropriate.

#### **7. The Site and Premises**

- 7.1 To be aware of and assist in supporting the Health and Safety policy of the Governing Body and to advise the Headteacher of any known concerns regarding security.

- 7.2 To advise the Headteacher of any known concerns and liaise with appropriate agencies as and when necessary in conjunction with and on behalf of the Headteacher.
- 7.3 To take necessary and appropriate action in the absence of the Headteacher.

**8. The Governing Body, Parents and the Community**

- 8.1 To be responsible for inclusion in its widest sense, developing community cohesion and outreach work to support a culturally diverse school.
- 8.2 To work with the Headteacher and develop an effective professional relationship that is beneficial to the school and staff.
- 8.3 To attend Governing Body meetings and Committee meetings.
- 8.4 To support and assist the continued promotion of positive, effective relationships between the school/parents /Governors /Community /localities.
- 8.5 To continue to develop and maintain links with the LA, pyramid schools and other outside agencies.

**9. Miscellaneous**

- 9.1 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Headteacher from time to time, in consultation with the postholder.
- 9.2 The postholder's duties must at all times be carried out in compliance with the School's Equality Policy and other policies designed to protect employees or service users from harassment.
- 9.3 Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- 9.4 Co-operate with management of the school as far as is necessary to enable the responsibilities placed upon the school under the Health and Safety at Work Act to be performed, eg operate safe working practices.