



Job Description

Meltham CE Primary School

JOB TITLE: DEPUTY HEADTEACHER

SCALE: L9 - L13

PURPOSE OF JOB

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.

To work with and support the Headteacher in the internal organisation and management of the school, as prescribed by the Headteacher.

To support the supervision of teaching and Support Staff in relation to the 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 leading member of the school's Leadership Team.

To support the Headteacher in maintaining and developing the good name of the school at all times, both internally and externally.

KEY AREAS

1. Leadership & Management
2. Staffing
3. Pupils
4. The curriculum
5. Resources and budget
6. Premises
7. Governing Body, parents and community

I. Leadership & Management

- 1.1 In partnership with the Headteacher, to be actively involved in school improvement issues.
- 1.2 To take a lead in initiatives, promoting and modelling best practice.
- 1.3 To share responsibility for the school self-evaluation process.
- 1.4 To work with the Headteacher and Governors in strategic planning including work on the School Development Plan.
- 1.5 To promote and model the implementation of whole school policies.
- 1.6 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.
- 1.7 To lead the school on the assessment of pupil's progress.

2. Staffing

- 2.1 To contribute to the development of the Leadership Team deputising for the Headteacher when necessary.
- 2.2 To support the Headteacher in ensuring proper standards of professional performance and conduct are established and maintained.
- 2.3 To promote and take responsibility for areas agreed with the Headteacher e.g. Continuous Professional Development.
- 2.4 To take a Team Leader role in Performance Management, including the team leader role for all Support Staff, and to facilitate continued professional development.
- 2.5 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.
- 2.6 To offer leadership, guidance and support to staff in relation to teaching and learning and positive behaviour management.
- 2.7 To actively promote the inclusive ethos of the school, including Extended Schools, and 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.
- 2.8 To support the Headteacher and Governing Body as appropriate with the selection and recruitment of staff to the school.

3. Pupils

- 3.1 To undertake responsibility for the effective teaching and learning of a class or classes or groups 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. (as determined by the Headteacher)
- 3.2 To take responsibility for the welfare of all pupils in the absence of the Headteacher.
- 3.3 To encourage a consistent, positive approach to the pastoral welfare of all pupils.
- 3.4 To promote the good behaviour of all pupils working with colleagues, parents and the community.
- 3.5 To set the highest possible standards of classroom practice and management as an exemplar to other colleagues.
- 3.6 To actively promote the spiritual, moral, cultural, social, intellectual, and physical development of pupils.
- 3.7 To encourage among Class Teachers a consistent, positive and inclusive approach to managing behaviour and pastoral welfare of all pupils.
- 3.8 To take responsibility for tracking and target setting process for all pupils including the analysis of assessment data in partnership with Headteacher.

4. The Curriculum

- 4.1 To liaise with the Headteacher to determine the arrangements for the organisation of the curriculum and to support staff in its effective delivery.
- 4.2 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.
- 4.3 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.
- 4.4 To keep up to date with new initiatives, attending Inset courses, where appropriate, and disseminating information to staff.
- 4.5 To take a role in the programme for Collective Worship and its delivery.

5. Resources and Budget

- 5.1 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.
- 5.2 In liaison with the Headteacher be responsible for a budget relating to a specific area.
- 5.3 To advise the Headteacher about resources needs as appropriate.

6. The Site and Premises

- 6.1 To be aware of and assist in supporting the Health and Safety policy of the Governing Body, the LA, and to advise the Headteacher of any known concerns regarding security.
- 6.2 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.
- 6.3 To take necessary and appropriate action in the absence of the Headteacher.

7. The Governing Body, Parents and the Community

- 7.1 To work with the Headteacher and develop an effective professional relationship that is beneficial to the school and staff.
- 7.2 To attend Governing Body meetings and committee meetings as appropriate.
- 7.3 To support and assist the continued promotion of positive, effective relationships between the school/parents/Governors/community/ localities.
- 7.4 To continue to develop and maintain links with the LA, feeder schools, the pyramid and other outside agencies.

8. Miscellaneous

- 8.1 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the job holder's supervisor from time to time, in consultation with the job holder.
- 8.2 The job holder's duties must at all times be carried out in compliance with the Council's Equality and Diversity Policy and other policies designed to protect employees or service users from harassment.
 - a) Take reasonable care of the Health and Safety of self, other persons and resources whilst at work.

- b) Co-operate with management of the service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- c) It is the duty of the job holder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The job holder should also counteract such practice or behaviour by challenging or reporting it.

8.3 Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

RESPONSIBLE TO: HEADTEACHER

RESPONSIBLE FOR: All teaching and Support Staff within the school under the brief provided by the Headteacher.