



Job Description

Job Title: Deputy Headteacher

Directly responsible to: Headteacher and Governing Body.

Main Purpose:

The Deputy Headteacher will:

- Be an active participant of the senior management/leadership team
- Assist the Headteacher in the strategic leadership and management of the school.
- Assist the Headteacher in the day to day organisation and management of the school.
- To work open and honestly with the Headteacher within a climate of trust, mutual respect and confidentiality acting as a 'critical friend' to provide effective professional challenge and support.
- Support and or represent the Headteacher at meetings as and when required.
- To deputise for the Headteacher in their absence as required.
- Undertake any responsibilities as decided by the Headteacher.

Strategic Development of the School:

- Play a major role, under the overall direction of the Headteacher, in reviewing the School Development plan, aims and objectives of the school by:
 - Leading on some of the aims and objectives of the school;
 - Establishing policies through which they are to be achieved;
 - Managing staff and resources;
 - Monitoring progress towards their achievement.
- To further develop the good relationships which exist throughout the school community, enabling the views of pupils, families, staff and other stakeholders to be heard and considered.
- Build a culture and curriculum which takes into account the richness and diversity of the local community which includes learning experiences for our pupils linked to and integrated with the wider community.
- Review own practice regularly, setting personal targets and taking responsibility for own personal development.

Leadership and Management:

- Act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.
- Assist the Headteacher in the day to day running of the school ensuring that all personnel are well informed and have all the information they need to carry out their professional duties effectively.
- Support all staff in a coaching and mentoring role to achieve the priorities and the targets which the school sets itself.
- Motivate and enable all staff in the school to carry out their respective role to the highest standards, through high quality continuing professional development based on assessment of needs and systematic monitoring and evaluation.
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- To be involved in co-ordinating CPD for all staff, providing and arranging high quality training, linking these needs to the school development plan.
- To take a significant role in the implementation of the school's appraisal policy, to secure school improvement and individual professional development.
- Attend meetings of the Governing Body either as a member of the committee or as a non-voting observer.

Teaching and Learning

- Undertake a teaching commitment in line with the needs of the school.
- Assist in creating and maintaining an environment that promotes and secures consistently good teaching, effective learning, high standards of achievement, exemplary behaviour and discipline.
- Alongside the Headteacher take a role in the monitoring of teaching and learning and ensuring feedback is effective and helps to further develop colleagues and facilitates the sharing of good practice.
- Demonstrate exemplary models of teaching and be an excellent role model, offering coaching and guidance where appropriate.

Pupil Welfare

- Undertake the role of Deputy Designated Safeguarding Officer.
- Work closely alongside the Headteacher to support behaviour across the school, ensuring that all staff are fully supported in implementing the school's behaviour policy consistently.
- Work with other leaders to support the monitoring of pupil welfare and behaviour throughout school.

- With other leaders, review records of pupil behaviour and contribute to the creation and implementation of individual behaviour plans.
- Meet with and support families to ensure successful outcomes for our pupils.
- Working alongside other leaders, help develop lunchtimes to lead to more productive times and encourage self-discipline amongst pupils.
- To develop pupil understanding of the wider world.