

Job Description Deputy Headteacher

School: Pontesbury C.E. Primary School

Group 2

Number on Roll: 211

Teaching Staff: Head plus 8

Employment Duties:

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as is relevant to the post holder's title and salary grade. The performance of these duties is under the reasonable directions of the Headteacher. A copy of the Teachers' Pay and Conditions document is available from the school office. The main employment duties relating to this post are to assist the Headteacher in managing the school, or such part of it as may be determined by the Headteacher and insofar as the post involves class teaching responsibility.

- Teaching according to their educational needs the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school or elsewhere.

KEY PURPOSE OF THE JOB

To assist the Headteacher in the management and development of the school.

The postholder will undertake in particular, the teaching of a Key Stage 2 class and associated pastoral and administrative duties in respect of the pupils in this class. The postholder may be asked to undertake the teaching of any class in the future, with preferences for particular age groups noted by the Headteacher.

MAIN ACTIVITIES

1. To assist the Headteacher in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Headteacher.
2. To take full responsibility for leading and managing significant aspects of the school, particularly the coordination and performance management of the school's teaching assistants, under the overall direction of the Headteacher.
3. To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.

SPECIFIC RESPONSIBILITIES LEADERSHIP AND MANAGEMENT

1. To assist the Headteacher, Senior Leadership Team and Governors in keeping the vision and direction for the school under regular review and maintaining high expectations, with a clear focus on pupil attainment and progress.
2. 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.
3. To play a significant role, with the Headteacher, Governors and other senior staff, in setting aims and objectives for the school and in formulating the School Development and Improvement Plan.
4. To take responsibility for developing and monitoring policy and practice as laid down in the school improvement plan, and in agreement with the Headteacher.
5. To inspire, motivate and influence staff and pupils, taking a lead role in monitoring and evaluating all aspects of school life and in promoting the highest standards of teaching, learning, pupil discipline and children's safeguarding.
6. To provide an excellent role model for pupils and for all members of staff in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer professional guidance and support to colleagues.
7. To take a leading role in further developing the involvement of parents, carers and the community in the life of the school.
8. To provide effective leadership and management to teams of staff, as agreed with the Headteacher.
9. To make a significant contribution to the school's professional development programme, including co-ordinating training programmes, delivering CPD and working with individuals and teams in a variety of professional development activities. To lead and manage the induction of new staff as directed and advised by the Headteacher.
10. To assist the Headteacher in school self-review and evaluation and in the effective planning and management of school resources to secure continuing improvement.
11. To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and by observing teaching.
12. To provide guidance and support to other members of staff in order to continue to improve the quality of teaching and learning.
13. To actively promote equality of opportunity by assisting the Headteacher in ensuring the school's curriculum provides the best possible education for all pupils. To ensure inclusion for all pupils irrespective of gender, Special Educational Needs, disability, pupils learning English as an additional language, religious beliefs or emotional needs.
14. To assist the Headteacher in all aspects of the day-to-day administration and organisation of the school, including taking responsibility for specific areas, as directed by the Headteacher.
15. To assist the Headteacher with the implementation of the school's Performance Management Policy, to secure school improvement and individual professional development.
16. To take full responsibility for leading and managing one or more aspects of the school's provision, as agreed with the Headteacher.

TEACHING AND LEARNING

1. To carry out teaching duties, as agreed with the Headteacher, providing a model of excellence for colleagues. This includes:
 - i. Taking full responsibility for teaching a class.
 - ii. Providing cover for absent colleagues or those released for professional development.
 - iii. Teaching booster or 'catch up' groups.
2. To provide leadership and support for colleagues (teachers and other staff) to ensure good or better teaching and learning across the curriculum, including:
 - i. Supporting the management of the planning and delivery of the curriculum across the school.
 - ii. Supporting middle managers, including subject leaders, in developing their role, in particular in relation to raising standards.
 - iii. Supporting teams and individuals with short term planning.
 - iv. Supporting staff in the use of assessment information to informing teaching and learning.
 - v. Inducting and supporting newly qualified and less experienced teaching staff.
 - vi. Providing in-class support to staff through demonstration lessons, team teaching, observation and feedback.
4. To undertake a significant role in maintaining a high standard of pupil behaviour and discipline within the framework of the school policy and supporting other staff as necessary.
5. To liaise effectively with parents and carers to ensure effective relationships between school and home.
6. To be sympathetic and committed to upholding the Christian ethos of the school.

OTHER DUTIES AND RESPONSIBILITIES

1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
2. To take school assemblies and support other staff with assemblies.
3. To prepare and present reports, as required to Governors, LA officers, parents, carers and outside agencies.
4. To attend occasional meetings during evening hours, at weekends or in school holidays, as required.
5. To undertake all other tasks commensurate with the role as required and directed by the Headteacher.