This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

DEPUTY HEAD TEACHER - JOB DESCRIPTION

Salary scale: Pay Scale L6 – L10

As required by Paragraphs 50-53 of the School Teachers’ Pay and Conditions Document.

1. Job Purpose

To promote the general educational progress and well-being of pupils in the school

2. Duties and Responsibilities

2.1 General

2.1.1 To undertake the professional duties of a teacher other than a head teacher, as set out in paragraphs 50-53 inclusive of the School Teachers’ Pay and Conditions Document, including those duties particularly assigned by the head teacher;

2.1.2 Strategic direction and development of the school

   (i) Working with the Headteacher to contribute to a strategic view for the School in its community and analyse and plan for its future needs and further development within the local, national and international context.

   (ii) Acting as a “sounding board” and “critical friend” to the Headteacher, always demonstrating high standards if personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher and Governing Body.

2.1.3 To undertake any professional duties of the head teacher reasonably delegated by the head teacher;

2.1.4 To undertake, to the extent required by the head teacher or the governing body, the professional duties of the head teacher in the event of the head teacher’s absence from the school.

2.1.5 Teaching and learning

   (i) Providing an example of excellence as the leading classroom practitioner and inspiring and motivating staff.

   (ii) Working with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupil’s achievement, and use benchmarks and set targets for improvement.

2.1.6 Leading and Managing Staff

   (i) Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development.
(ii) To be responsible for the performance management of non-teaching and support staff.

2.1.7 Efficient and effective development of staff and resources

(i) In consultation with, and by the direction of the Headteacher deploy people and resources efficiently and effectively to meet specific objectives in line with the school’s plans and financial context.

2.2 Specific duties

To work with the Headteacher and Governing Body to:

(i) Contribute to a positive ethos for learning.
(ii) Overtly promote the values and achievements of the school to the community.
(iii) Undertake such reasonable activities as the Headteacher and Governors may, from time to time, require.
(iv) Secure assessment and attainment tracking to inform teaching and learning.
(v) Deputise for the Headteacher in her absence.
(vi) To be actively involved in all aspects in all aspects of school life such as with fundraising and community events.
(vii) To allocate duties and responsibilities to staff, including timetables and duty rotas.
(viii) To assist and support staff induction particularly the mentoring, advising and guidance of N.Q.Ts.
(ix) To lead assemblies and Acts of Worship when appropriate as agreed with the Headteacher.
(x) To play significant role in all issues relating to the behaviour management and discipline throughout the school in particular as line manager to lunchtime supervisors.

3. Line Management - responsibility to and for

3.1 Supporting the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.

4. Conditions of employment

4.1 The above responsibilities are in accordance with the requirements of the School Teachers’ Pay and Conditions Document in terms of duties and working time, also any local agreements and LA guidance on interpreting teachers’ conditions of service.

5. Review and Amendment

5.1 This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

6. Complaints

6.1 If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.