

Job Description

Post:	Deputy Headteacher - Teaching and Learning
Responsible to:	Headteacher
Salary scale:	Leadership Pay Scale (L20 - L24, Inner London)
Location:	The Excelsior Academy

Job Purpose

The following responsibilities must be carried out in conjunction with the range of duties and responsibilities of Deputy Headteachers in accordance with the school's policies under the direction of the Headteacher.

Main responsibilities of the post

- To work with the Headteacher and other members of the Leadership Team to provide efficient and effective learning opportunities for all students. To play a major role in the overall leadership and management of the school. To carry out the functions of a teacher at The Excelsior Academy in accordance with the stated aims and objectives of the school.

Specific responsibilities

General

1. To assist in the management of the school in ways determined by the Headteacher.
2. To deputise for the Headteacher in his absence in any aspect of the school's work.
3. To act as line manager as required, and to participate in the mentoring of trainee staff.
4. To attend and contribute to meetings of the Leadership Group and other meetings of the staff.
5. To attend parent-teacher meetings and school public functions.
6. To attend meetings of the Governing Body and assist the Headteacher by providing professional advice as appropriate. To represent the Headteacher on Governors committees as required.
7. To assist in the planning of the staffing needs of the school, to participate in the recruitment and selection of staff, and to oversee the induction and mentoring of new staff.
8. To advise the Headteacher and Governors, where necessary, of issues relating to the capability of individual teachers, and to conduct such enquiries as may be necessary in this regard.
9. To safeguard and promote the welfare of students consistent with the policies of FGCS.
10. To lead assemblies which express and develop the ethos of the school.
11. To help foster good relations with parents, governors, the Local Authority and the local community.
12. To participate in and lead relevant in-service training.
13. To undertake a regular teaching commitment in an appropriate area of the curriculum.

Teaching and Learning, CPD

14. To take a major role in formulating, implementing and monitoring policies to raise student achievement, including the improvement of teaching and learning.
15. To provide strategic leadership of teaching and learning across the school through the development of strategies and processes to support, develop and track teaching practice.
16. To line manage and strategically direct Lead Practitioners to move teaching from good to outstanding through coaching, mentoring and training.
17. To oversee and quality assure the delivery of CPD to ensure that the CPD programme has a direct impact on teaching and learning and standards across the school and to ensure that CPD offer meets needs identified through the performance management process.
18. To line manage staff working in specific areas of responsibility to ensure high-quality education provision, coherence and consistency in the pursuit of our stated objectives in the SDP.
19. To be responsible for the performance management of teaching staff through developing and implementing systems to record, monitor and track staff performance for each performance management cycle.
20. To construct and systematically monitor appropriate plans for all areas of responsibility and provide progress reports as necessary.

School Improvement & Effectiveness

21. To direct the production of the School Development Plan, producing monitoring reports for the Headteacher and Governors as required.
22. To be responsible for developing policies in relation to school effectiveness and advising other staff on the implementation of such policies.

Staff Development

23. To co-ordinate the professional development of teaching staff, including the dissemination of INSET information, provision of INSET, the allocation of grants for training, and the organisation of training days.
24. To co-ordinate the annual performance management arrangements and threshold procedures as required.
25. To ensure that school. LA and statutory equal opportunities policies are adhered to in relation to teaching staff.

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

This Job Description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.