



## **Job Description for:** **Deputy Head**

<b><u>Post:</u></b>	Deputy Head
<b><u>Responsible to:</u></b>	Headteacher/Governing Body
<b><u>Pay Scale:</u></b>	Leadership Spine L7 – L12

As key part of the Leadership Team, the responsibility of the Deputy Head is considerable and the expectations of their performance will be high.

### Aims

To share with the Headteacher leading and managing the school by:

- determining the vision and strategic direction of the school to secure school improvement
- playing a major role in formulating and reviewing the School Development Plan and the aims and objectives of the school by:
  - developing and reviewing the policies through which they will be achieved
  - leading and managing staff resources to that end
  - monitoring and evaluating progress towards their achievement
- assisting in the day-to-day running of the school
- maintaining a high profile around the school
- being a role model for good classroom practice
- leading on delegated areas of responsibility
- contributing to the safeguarding and promotion of the welfare and personal well-being and care of students
- deputising for the Headteacher in the event of absence or other urgent business

### Key Accountabilities

The Deputy Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.

#### Strategic direction and development of the school

- Working with the Headteacher and governors 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

- Contribute to the formulation, monitoring, evaluation and implementation of the school development plan
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism
- Publicly supporting all decisions of the Headteacher and Governing Body
- Assisting in developing and evaluating an Equality and Community Cohesion policy and supporting inclusion across the school
- Contribute to a clear vision for an effective school
- Contribute to curriculum design and development ensuring that it meets the needs of our students, enables continuity of learning and effective progression of achievement, including all related policies
- Initiate and manage effective staff development

### Teaching and Learning

- Working with the Senior Leadership Team and Headteacher to 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 pupils' achievement and use benchmarks and set targets for improvement
- Be involved in initiatives designed to raise pupil's standards of achievement and to evaluate practice
- Play a major part in securing outstanding classroom practice across the school
- Encourage innovation, the development of independent learning, cross-curricular initiatives and the further use of technologies
- Ensure that the learning and teaching provided in different Curriculum Areas and by teaching teams comprise a co-ordinated, coherent curriculum which achieves the best possible outcomes for all
- Ensure that information on student progress is used to improve teaching and learning to inform and motivate students and parents/carers and to aid governors in their future governance of the school
- Contribute to the monitoring and development of learning and teaching and our commitment to academic improvement
- Share in whole school data analysis to determine how well the school is performing and assist with target-setting as appropriate
- Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment

### Leading and Managing staff

- Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development

- Lead in Performance Management/Appraisal of all staff and to be responsible for induction of new staff
- Inspire, challenge, motivate and empower others to attain challenging outcomes
- Establish clear expectations and constructive working relationships among staff
- Initiate and manage change and improvement to develop the school and its staff, ensuring positive staff participation and effective communication and procedures
- Maintain high expectations of all staff and be prepared to challenge poor performance
- Act as line manager and mentor to designated Subject and Phase Leaders, supporting as appropriate and aiding the development of key documentation and implementation of policy
- Demonstrate high professional standards
- Support and assist the Headteacher in planning, managing and monitoring the use of finances and resources effectively to achieve the aims of the school

#### Efficient and effective deployment of staff and resources

- 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 plan and financial context i.e. cover supervision timetables, deployment of HLTAs and supply staff and Teaching Assistant's timetables and deployment

#### Accountability

- Supporting the Headteacher and Governors in accounting for the efficiency and
- effectiveness of the school to all relevant stakeholders

#### Specific Duties

- Deputise for the Headteacher in her absence
- Take a major role in the day-to-day running of the school
- Contribute to a positive ethos for learning
- Provide an exciting , stimulating and creative curriculum
- Promote the values and achievements of the school to the community
- Co-ordinate and assist in leading Creative Arts Assemblies
- Advise on the school's resource needs and co-ordinate these resources
- Manage the schools' lunchtime arrangements along with other senior teachers

- Assist with the appointment and induction of new staff and provide monitoring and support for NQT's and students as necessary
- Support the Headteacher and Governors in annual budget planning and monitoring
- Assist in the preparation, implementation and monitoring of the School Development Plan
- Lead in the co-ordination of the Outstanding School's internal and external environment
- Undertake such reasonable activities as the Headteacher and Governors may, from time to time require

### **SAFEGUARDING CHILDREN**

Summerswood Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

This job description is subject to regular review.