



## **Deputy Headteacher Job Description Christchurch Primary School**

### **Strategic Direction and Development of School**

- In partnership with the Headteacher and Governors establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and self evaluation planning process
- In partnership with the Headteacher manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

### **Leading Learning and Teaching**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions document and subject to any amendments due to government legislation

- Ensure excellent teaching in the school, including through training and development for staff
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Work with the Headteacher to raise standards through staff performance management
- Work with the Headteacher to raise the quality of teaching and learning and pupils' achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes
- Lead and support the development and delivery of training and support for staff
- Lead the development and review of all aspects of the curriculum including planning.
- Support the development of a creative and balanced curriculum for all pupils
- Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure through leading by example the active involvement of pupils and staff in their own learning

## **Leading and Managing Staff**

- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Work with Headteacher to build a professional learning community which enables others to achieve
- Participate as required in the selection and appointment of teaching and non- teaching staff

- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management system
- Lead the annual performance management system for all identified staff

## **Managing the Organisation**

- Ensure the day-to-day effective organisation and running of the school, including the deployment of staff as appropriate
- To be responsible for the school in the Headteacher's absence, in collaboration with the other Deputy Headteacher
- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems of internal communication
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Working with the Headteacher, undertake key activities related to professional personnel/HR
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the leadership team
- To undertake any professional duties, reasonably delegated by the Headteacher

## **Securing Accountability**

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards
- Support the Headteacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within school

## **Strengthening the Community**

- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain effective relationships with all specialist support services as appropriate
- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Promote the positive involvement of parents/careers in school life
- Promote positive relationships and work with colleagues in other schools and external agencies

The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all

tasks that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

*This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of the school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.*