

Deputy Headteacher Job Description

Overall Responsibilities for the Strategic Direction and Development of the School

In partnership with the Head Teacher:

- Provide strategic vision, leadership and direction to support the school's journey towards 'Outstanding' status.
- Actively promote the vision and ethos of the school, so that it is clearly understood, shared and practised by the whole school community.
- Actively promote and maintain high standards of teaching and learning.
- Create a supportive, stimulating and inspiring learning environment.
- Plan strategically, taking into account the diverse needs within the school and the local community.
- Maintain and develop strong partnerships with the board of governors, parents, carers and the wider community.
- Evaluate and develop whole-school policies and practice.

Teaching and Learning

- Ensure the curriculum is rich and exciting and motivates, enthuses and meets the needs of the children.
- Actively promote and secure high standards of attainment and progress for **all** pupils at the school.
- Actively promote engagement with learning and pride in achievement for both staff and pupils.
- Actively support the Head Teacher in securing improvement in the quality of teaching to outstanding.
- Use assessment data to manage performance and raise standards.
- Actively promote equal opportunities, challenging any prejudices or stereotyping on grounds of race, gender, disability or religion.
- Secure high standards of behaviour, attendance and punctuality.

Staff

- Be an exemplary role model.
- Create an environment within which all staff can perform to the highest level.
- Treat all staff fairly and with respect and expect the same of others.
- Be visible, accessible and communicate effectively.
- Lead, inspire, motivate and encourage all staff to commit to the shared vision for the school.
- Set personal targets and regularly review own practice.
- Take appropriate action when performance is unsatisfactory.
- Support all staff in their own professional development.
- Ensure that trainees and newly-qualified teachers are appropriately mentored, supported and assessed.

Pupils

- Value every pupil, and treat them fairly and with respect.
- Tackle bullying and harassment in all its forms.
- Provide a whole-school experience for the educational, spiritual, moral, social, emotional and cultural needs of pupils.

Safeguarding and Promoting the Welfare of Children

- Understand and support the government's safeguarding agenda, staying up to date with related initiatives (including Protect).
- Comply with all child protection and safeguarding policies.
- Be a member of the safeguarding team.

Parents, Carers, School Partners and the Wider Community

- Maintain and develop a school culture which reflects the diversity of the school and wider communities.
- Use a range of methods to ensure effective communication between home and school.
- Maintain and develop working relationships with other schools and outside agencies.

Accountability

- Actively support the Head Teacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.

Specific Duties

- Deputise for the Head Teacher in his absence.
- Take a major role in the day-to-day running of the school.
- Monitor and support senior leaders within the school.
- Assist with the appointment and induction of new staff and provide monitoring and support.
- Chair Senior Leadership Team meetings so they are productive and effective.
- Undertake such reasonable activities as the Head Teacher and Governors may from time to time require.

PERFORMANCE MANAGEMENT OBJECTIVES WILL BE BUILT AROUND KEY ASPECTS OF THIS JOB DESCRIPTION.