

Fawbert & Barnard's Primary School - Deputy Headteacher Job Description

Core Purpose

- The Deputy Headteacher shall play a major role under the overall direction of the Headteacher in:
 - (a) Developing and improving teaching and learning across the school
 - (b) The effective implementation of the school's aims and objectives
 - (c) Managing and developing staff
 - (d) Monitor progress to ensure continued and rapid progress.
- The Deputy Headteacher shall undertake any professional duties of the Headteacher reasonably delegated to him/her by the Headteacher
- The Deputy Headteacher shall undertake the professional duties of the headteacher in the event of her absence from the school

Principle Accountabilities

Strategic Development and School Improvement

- Lead the development and improvement of teaching and learning. Devise and implement strategic plans that identify priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement
- Act as a 'sounding board' and 'critical friend' to the Headteacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher and Governing Board
- Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement
- Support staff in achieving the priorities and targets of the school and monitor progress against them
- Be expected to attend Local Governing Board meetings

Management

Assessment & Inclusion Leader

- To ensure pupil premium and EAL pupils achieve in line with national expectations
- Support colleagues in making accurate and timely formative and summative assessments
- Collate and analyse data and make proposals for intervention and improvement
- Drive, maintain and evaluate the school's programme of interventions
- Lead on equality and diversity matters
- Oversee statutory assessment processes
- Line manage the SENCO

Curriculum Leader

- Support the Headteacher in determining, organising and implementing the school's curriculum in line with the new OFSTED framework
- Lead, manage and develop senior and middle leaders (including those new to leadership) to support and develop the curriculum in line with the school's aims and values
- Subject leader responsibility as required

School organisation

- Develop a culture which is calm, orderly and aspirational
- Assist the Headteacher in the day to day running of the school
- Organise school events
- Organise timetables and rotas and ensure they are implemented
- Organise cover

Safeguarding

- Be the main Deputy Designated Lead for Safeguarding
- Deliver training and ensure compliance with statutory requirements

Specific Duties

Teaching as required

- Plan and teach lessons to the assigned classes within the context of the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- Work with others on curriculum and/or pupil development to secure good outcomes

Health, safety and discipline

- Promote the safety and well-being of pupils and staff
- Maintain good order and discipline among pupils

Management of staff

- Lead on the professional development of staff
- Contribute to the recruitment, selection and appointment of staff
- Contribute to the well-being of staff

Professional development

- Participate in arrangements for the appraisal and review of their own performance
- Participate in arrangements for their own further training and professional development

Communication

- Communicate with pupils, parents and carers
- Work with colleagues and other relevant professionals

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.