

"Celebrating what pupils do well is central to the work of Upshire Primary Foundation School."  
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## **Job Description**

### **DEPUTY HEADTEACHER**

#### **Core Purpose**

The deputy headteacher shall play a major role under the overall direction of the headteacher in;

- (a) formulating the aims and objectives of the school;
- (b) establishing the policies through which they shall be achieved;
- (c) managing staff and resources to that end;
- (d) monitoring progress towards attainment and achievement.

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 his/her absence from the school.

#### **Principle Accountabilities**

##### **Management**

- Lead in the monitoring and development of Mathematics and English across the school.
- Lead and monitor Teaching and Learning from EYFS to Year 6.
- Manage and support the Induction of new staff and mentoring of NQTs.
- Complete administration for and support teachers to prepare for end of Key Stage testing.

##### **Safeguarding**

Fulfil personal responsibilities, and support the headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.
- Operating clear whistleblowing procedures.
- Sharing information with other professionals.
- Operating safe recruitment practices.
- Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and reviews of practice.
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

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## **Deputy Designated Safeguarding Lead Responsibilities**

- To support the school's Designated Safeguarding Lead for safeguarding and child protection within the school, assisting the Lead to act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.
- Be familiar with, understand and apply the school's Child Protection Policy appropriately.
- Refer cases (or support staff making referrals).
- Refer cases to Disclosure and Barring Service or Police as required.
- Liaise with the Designated Safeguarding Lead/Headteacher, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns.
- Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.
- Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Appendix B) as amended from time to time.
- Assist the Designated Safeguarding Lead with raising awareness of child protection policies as appropriate in line with Keeping Children safe in Education (Appendix B) as amended from time to time.
- Provide cover for the Designated Safeguarding Lead as required.

## **Specific Duties**

### **Teaching**

- Plan and teach lessons to the classes they are assigned to teach 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.
- Whole school organisation, strategy and development.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

### **Health, safety and discipline**

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

### **Management of staff and resources**

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

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## **Professional development**

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

## **Communication**

- Communicate with pupils, parents and carers.
- Working with colleagues and other relevant professionals.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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