

ELMSTEAD PRIMARY SCHOOL,  
ELMCROFT,  
HOLLY WAY,  
ELMSTEAD MARKET,  
ESSEX.



### **JOB DESCRIPTION**

**Name:**

**Job Title:** Deputy Headteacher

**Responsible to:** Headteacher

**Responsible for:** Carrying out the duties of a schoolteacher plus the additional duties of a Deputy Headteacher. In addition positively encouraging the implementation and development of an approach to learning/teaching in the School which encourages an integrated curricular approach where possible; which is child centred and thus utilises first hand, practical experience wherever possible; accommodates the needs of the individual child; which is continuous and progressive; which aims to educate the whole child and which is in accordance with School Policy and Statutory requirements.

**Duties:** The School Teachers' Pay and Conditions Document and the Guidance on School Teachers' Pay and Conditions specify the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. To safeguard and promote the welfare of children.

**Particular Responsibilities:** To Deputise for the Headteacher when necessary

To be part of the Senior Leadership Team which is involved in all aspects of the implementation of the Education Reform Act 1988, School Policy and other Management decisions throughout the School.

In consultation and co-operation with the Headteacher to be responsible, as appropriate, for leadership, management, organisation and development in:

Staffing, Resources, Accommodation and Administration

Management of the Curriculum

Liaison with members of staff, parents, governors, the community (including other schools)

Equal Opportunities

CPD

Target Setting and Assessment for Learning

## Timetabling

To take the role of Deputy Designated Person for Child Protection.

### **Main Actions:**

#### **Leadership and Management – General Responsibilities**

To establish and make explicit, through documentation, meetings etc., the aims and objectives of the School, particularly focusing on the contents of the School Improvement Plan, the OFSTED Action Plan, and School Policies, and to share responsibility for reviewing, evaluating, and developing the curriculum to meet these objectives.

To share responsibility for monitoring and evaluating the policies in the School and to take appropriate action where necessary to ensure implementation

To meet regularly with the Senior Leadership Team and be involved in management and leadership decisions, sharing some of the tasks initiated as a result of these decisions and supporting all decisions made.

To positively encourage high standards of behaviour/discipline and the pursuit of educational excellence throughout the School.

#### **Professional development of Staff, including induction of new staff**

To be proactive in the development and maintenance of the School's Staff Development Programme.

To be involved in the implementation of the Performance Management Policy of the School.

To lead staff working parties where appropriate.

To be involved in the induction and supervision of N.Q.T.s, students and new members of staff.

#### **Staffing, Resources, Accommodation and Administration**

To assist with recruitment and appointment procedures for Staff, including non-teaching staff.

To organise timetables, duties and rotas.

To encourage good standards for the proper care of accommodation, furniture and equipment and involvement in subsequent changes and developments thereto. Also, to encourage the enhancement of the learning environment through the effective display of pupils' work and other materials.

## **Management of the Curriculum**

To co-ordinate and develop the curriculum through the role of Curriculum Development Manager in liaison with Curriculum Subject Leaders and Senior Leaders, so that it is balanced, continuous, progressive and differentiated and is integrated wherever possible.

By example providing an outstanding professional model as a classroom practitioner.

To maintain your own professional development by keeping abreast of current developments and trends.

## **Equal Opportunities**

To develop the concept of equal opportunities in the school across all aspects of the School Curriculum, so that it is an intrinsic part of everything the School does

## **Target Setting and Data Analysis**

To establish School targets in collaboration with the Headteacher and the Senior Leadership Team

To support, encourage and develop staff in the setting and fulfilment of their individual class targets

## **Key leader – Assessment for Learning**

To be a member of the Senior Leadership Team

To act as the key point of contact for matters relating to Assessment for Learning.

To prepare and manage a termly evaluation of the operation of the implementation of Assessment for Learning.

To monitor progress of the implementation of Assessment for Learning at Year group level.

To identify, organise and deliver staff development needs on strategies for raising pupil achievement.

To share in the planning, leading and facilitation of training and support relating to Assessment for Learning.

To contribute to the monitoring and evaluation of teaching and learning throughout the school.

To monitor and develop the impact of Assessment for Learning.

To regularly and frequently report to the SLT, Governors, staff and parents, as appropriate, on the progress of the pupils' achievements and the school's performance relating to Assessment for Learning.

To take a lead with the 1:1 and other small group tuition programmes.

### **Deputy Designated Person for Child Protection**

To ensure personal CP training is up to date.

To help to maintain confidential Safeguarding records on children.

To make decisions about referrals to the Children & Families Hub (Social Care) either by telephone or a Request for Support Form.

To liaise with Children & Families Hub (Social Care) and any other relevant agencies regarding Safeguarding issues.

### **Liaison**

To ensure effective and meaningful dialogue with parents is developed and maintained.

To plan and develop links with external agencies where possible or appropriate, to ensure constant contact with the community around us.

To foster and support extra-curricular activities in the interests of the School Community e.g. school concerts, sports fixtures and clubs etc.

To foster good relationships with non-teaching staff.

To represent the School's Senior Leadership Team at various functions e.g. social and fund-raising activities, involving parents and children etc.

To liaise frequently with:

- (a) the Headteacher
- (b) other members of the SLT
- (c) parents
- (d) other members of staff

The duties may be varied to meet the changing demands of the School at the reasonable discretion of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.