

St. Andrew's Junior School, Hatfield Peverel



"Enjoy, respect, achieve"

JOB TITLE: Deputy Headteacher

RESPONSIBLE TO: Headteacher and Governing Body

CORE PURPOSE: To support the Headteacher and Governing Body in the leadership and management of the school by promoting the Christian values and ethos of the school and ensuring high standards of teaching and learning.

CURRICULUM RESPONSIBILITY: To be confirmed

PARTICULAR DUTIES RELATING TO THE DEPUTY HEADTEACHER:

Ethos

- To assist the headteacher in maintaining an ethos of high morale in which individuals feel valued and where personal endeavour and responsibility are fostered in line with the school's Christian values.
- To assist the headteacher in setting an example of high quality performance in standards and leadership, modelling good relationships with staff, pupils and parents.
- To promote the Christian values of the school, including contributing significantly to school worship.

Curriculum

- To take a lead in monitoring and developing a broad, balanced and coherent curriculum which is relevant to the needs and aspirations of the pupils and their future lives.
- To advise and work with the head teacher and staff on the preparation and development of policies, schemes of work, teaching materials, teaching and learning styles.
- To assist the headteacher and governors in ensuring that the curriculum is regularly reviewed, evaluated and updated, taking account of local and national initiatives, policies and statutes, to be carried out in co-operation with colleagues, governors and DfE.
- To assist the headteacher in monitoring the progress and achievement of all pupils, ensuring the effective use of assessment processes and analysing school data.

Pupils

To assist the headteacher in ensuring;

- Equality of opportunity for all in every aspect the school's policies, procedures and practices.
- The activities in which pupils are engaged are conducted in a disciplined, safe and healthy environment.
- The school's behaviour and discipline procedures are implemented effectively.
- Pupils receive high quality education designed to promote excitement, enjoyment and enthusiasm in learning, leading to the pursuit of excellence.

- The progress of each pupil is monitored and recorded so that the most appropriate decisions can be taken with regard to his/her education.
- The assessment requirements of the National Curriculum are appropriately carried out.

Staff

- To participate in, as required, the appointment and management of teaching and non-teaching staff.
- With the headteacher, take responsibility for the performance management of staff, including CPD.
- To help foster positive staff relationships which contribute to the positive ethos of the school and achievement of the pupils.
- To oversee the organisation and mentoring of any student teachers (e.g. SCITT)

Teaching and Learning

- To exemplify an excellent standard of classroom practice and take the lead in modelling agreed strategies and approaches.
- To encourage and model the development of good practice in teaching, learning and assessment.
- To work with the headteacher and leadership team in monitoring the quality of teaching and learning in school at regular intervals.
- To ensure an awareness and understanding of the latest approaches to teaching and learning and how they may be applied in the school.

Management/Governors

- To assist the headteacher and governing body in the on-going development and improvement of the school and to secure the collective support of the school staff.
- To assist the headteacher and governing body in the development of school-based indicators as a basis for monitoring and evaluating educational performance and the use of resources.
- To assist the headteacher in the direction, development and control of available human, physical and financial resources.
- To assist the headteacher in ensuring the maintenance of high standards of care of the school environment, including the grounds, furniture, equipment and learning materials.
- To deputise for the headteacher in his absence.
- To act as deputy Designated Safeguarding Lead and receive Level 3 training annually.

Parents

- To develop and maintain positive relationships with parents on behalf of the whole school.
- To support staff in their relationships with parents.
- To assist the headteacher in ensuring that parents have access to appropriate information about the school, the curriculum, their children and activities.

Relationships beyond the school

- To assist the headteacher in developing and maintaining effective relationships with the community, local schools, local employers, other agencies, the Local Authority and the DfE.

The duties may be varied to meet changed circumstances in a manner compatible with the post held.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.

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