



## **BOCKING CHURCH STREET PRIMARY SCHOOL**

**Be Respectful Be Ready Be Resilient Be Responsible Be Resourceful Be Reflective Be Remarkable**

### **JOB DESCRIPTION – DEPUTY HEAD TEACHER**

#### **DUTIES AND RESPONSIBILITIES**

The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions Document. It may be modified by the Head Teacher, with the DH's agreement, to reflect or anticipate changes in the job, commensurate with the salary and the job title.

#### **WHOLE SCHOOL DEVELOPMENT**

- To work in close collaboration with the Head Teacher on the development of the whole school in order to continue to raise and maintain high standards for all pupils.
- To be fully involved in monitoring and evaluating the quality of provision across the school.
- To assume delegated responsibility for particular aspects of day-to-day organisation, assemblies, timetabling and cover arrangements etc.
- To take responsibility for the leadership of the curriculum and the children's learning.
- To play a full part in developing and monitoring the School Improvement Plan & the School's Self Evaluation.
- To be fully involved with the Head Teacher & Governors in the financial management of the school.
- To be a member of the Senior Leadership Team in the school and to play a significant part in formulating, implementing and reviewing school policy and practice.
- To promote community cohesion by playing a full part in developing and maintaining relationships between the school, the parents/carers, external agencies and the local and wider community.
- To play a leading role in the positive implementation of equal opportunities policies in the school.
- To play a full part in the school's arrangements for the pastoral care of all pupils and to promote their well-being.
- To support and uphold the school's policies on behaviour, discipline and bullying.
- To support the Head Teacher and the Mealtime Supervisors with lunchtime supervision.
- To take responsibility for the school in the absence of the Head Teacher and to deputise with confidence and sensitivity.
- To further one's own professional development by attendance at relevant courses.
- To act as a Named Person within the school's Child Protection Policy and to fully implement the safeguarding procedures.
- To take an active role in the recruitment and selection of teaching and nonteaching staff.
- To support and/or deputise for the Head Teacher at functions held by the Friends Committee.

#### **THE CURRICULUM**

- To present a model of excellent classroom practice and be able to share and disseminate this.
- To initiate new ideas and to encourage development in curricular content and methodology.
- To collaborate with other schools and the LA.
- To ensure the adequate resourcing of the infant and junior classes within the confines of a limited budget.



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- To oversee the welfare and well-being of the staff and children, reporting to the Head Teacher when necessary.
- To be responsible for the smooth induction of staff new to the school, including the mentoring of NQTs where necessary.
- To keep abreast of both local and national developments in practice.
- To ensure the promotion of equal opportunities.
- To encourage parental involvement.
- To build positive links between EYSF, KS1 and KS2 so that there is a coherent primary practice.

### **STAFF MANAGEMENT**

- To help in the induction and development of staff members, both teaching and non-teaching.
- To work in a consultative and supportive way with other staff.
- To welcome all those unfamiliar with the school environment such as new staff, supply staff, students and visitors and to help them to feel at their ease.

### **RESOURCES MANAGEMENT**

- To help to create and maintain an attractive, effective and exciting environment for learning.
- To monitor the management and ordering of general stock.

### **CONTINUING PROFESSIONAL DEVELOPMENT**

- To encourage staff to take up relevant INSET.
- To act as a clearing house for all course information and applications.
- To ensure the fair and efficient use of allocated INSET resources.
- In collaboration with the leadership team, to have a major input in developing planning, ensuring a realistic in-service plan.

### **SUBJECT LEADER**

- To keep abreast of the development in the teaching of a particular curriculum area and to lead and support the staff in curriculum development in this area.
- To be responsible to the Head for monitoring and evaluating this subject within the school, ensuring the implementation of the National Curriculum in collaboration with other staff.
- To lead and coordinate all assessment and pupil tracking throughout the school and set appropriate pupil targets where necessary.
- To offer advice and support to other staff on planning and implementing programmes of study.
- To control, evaluate and requisition books, materials and equipment within the confines of an allocated budget. To ensure that these are well organised and accessible to other staff.
- To liaise with other schools and agencies as appropriate.
- To promote parental interest and understanding.
- To promote equal opportunities through curriculum study.
- To further own professional development through attendance at relevant courses and co-ordinators' working groups.



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### **OTHER**

- To fulfil other duties as specified by the Head Teacher.
- Job descriptions are liable to periodic review and may be renegotiated to meet the changing needs of the school.