



# COOPERSALE AND THEYDON GARNON CE PRIMARY SCHOOL

## DEPUTY HEADTEACHER - JOB DESCRIPTION

**Name:**

**Post:** DEPUTY HEADTEACHER (Leadership Scale point 4 to point 8)

**Responsible to:** Headteacher

**Purpose of Job:** To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve those aims and objectives and monitoring progress towards their achievement.

The Deputy Headteacher will be responsible for working with and supporting the Headteacher on key school leadership and management areas which will involve accepting delegated responsibility for aspects of a specified focus.

### **Professional Duties**

The Deputy Headteacher will:

- Deputise for the Headteacher in his absence
- Support and represent the Headteacher at meetings as and when required
- Take a major role in the day to day running of the school
- Actively promote and implement the school's policies and initiatives and lead by example
- Contribute to a positive ethos for learning and challenge
- Promote the values and achievements of the school to the community
- Support the Headteacher and other members of staff by attending out of school events
- Undertake such reasonable activities as the Headteacher and Governors may, from time to time, require.

### **Main tasks**

#### **Teaching Responsibilities**

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document. This includes any duties that may be reasonably directed by the Headteacher and the accountabilities expected of all teachers at Coopersale and Theydon Garnon CE Primary School.

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## **Strategic direction and development of the school**

- Work with the Headteacher and contribute to a strategic view of the school in its community, analysing and planning for its future needs and further development within the local, national and international context.
- Support the Headteacher to ensure the vision for the future is clearly articulated, shared, understood and acted upon effectively by all.
- 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 Body.
- Support the Headteacher and Governors in annual budget planning and monitoring
- Assist in the preparation, implementation and monitoring of the School Development Plan/Action Plan
- To assist the Headteacher and Governors in maintaining and promoting the school’s religious character, ensuring the ethos, values and overall purpose of the school are fundamental in its work

## **Teaching and Learning**

- Provide an example of excellence as the leading teaching and learning practitioner, inspiring and motivating other staff.
- As a key member of the School Leadership team, work with the Headteacher to raise the quality of teaching and learning and pupils’ achievement, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes, using benchmarks to set targets for improvement.
- Model and lead on the implementation of the school’s behaviour system, ensuring consistency across the school
- Use pupil progress data effectively to improve learning and teaching; inform and motivate children and support staff in bringing about any required improvement for cohorts or individuals
- Oversee the development and the appropriateness of the school’s curriculum to our children’s needs, ensuring an exciting, stimulating and fully inclusive curriculum, accessible to all our children; and lead curriculum area(s) as directed by the Headteacher

## **Leading and Managing Staff**

- Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement, including her/his own continuing professional development
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional standards and performance management objectives resulting in a tangible impact on students’ learning
- To lead in the Performance Management of staff as directed by the Headteacher
- Assist with the appointment and induction of new staff and provide monitoring and support for ECTs and students as necessary
- If required, to lead a key stage/phase group as directed by the Headteacher

- To contribute to good management practice by ensuring positive staff participation and effective communication and procedures

### **Efficient and effective deployment of staff and resources**

- Assist the Headteacher with decisions concerning the efficient and effective deployment of people and resources to meet the specific needs of the school in line with the school's development plan and financial context.
- Manage the day to day deployment of support staff in cases of absence
- Produce timetables and rotas to ensure the efficient running of the school, e.g. playtime, collective worships etc.

### **Relationships**

- Maintain effective working relationships with external agencies, both at a strategic and operational level, for the well-being of all children
- Advise and assist the Governing Body as required including attending meetings and providing information and support
- To help maintain and develop effective communication and links with parents, and to provide positive responses to any concerns regarding their child's education.
- Work with the Headteacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits to our own and other schools

### **Accountability**

- Support the Headteacher in monitoring and reporting on the efficiency and effectiveness of the school to all relevant stakeholders and in ensuring all staff are accountable for their role in the school's development.
- As the Deputy Designated Safeguarding Lead, 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.
- You are required to safeguard and promote the welfare of children and young people.

This job description forms part of the contract of employment of the person appointed to the post. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Deputy/Assistant Headteachers.

The job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

**Headteacher's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Post holder's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_