



## Deputy Headteacher

### Job Description

<b>Job Title</b>	Deputy Headteacher
<b>Salary Grade</b>	L6- 11
<b>Reports to</b>	Headteacher
<b>Responsible for</b>	Teaching and non- teaching staff
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To support the vision, ethos and policies of the school and promote high levels of achievement</li> <li>• To support the creation and implementation of the school improvement and development plan and to take sole responsibility for appropriately delegated aspects of the plan.</li> <li>• To support all staff in achieving the priorities and targets, which the school sets for itself, and to provide them with support and guidance to carry out their role, including performance management.</li> <li>• To support the evaluation of the effectiveness of the schools policies and developments.</li> <li>• To ensure that parents/carers/guardians are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.</li> <li>• To support the Headteacher in ensuring that the school adheres to all child protection and safeguarding requirements.</li> <li>• To support the vision of the SEN by working collaboratively with the CCP schools.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• To take responsibility for Key stage leadership.</li> <li>• To take responsibility for the monitoring of the quality of teaching and children's achievements including the analysis of performance data.</li> <li>• To take responsibility for developing a creative and innovative curriculum across the school.</li> <li>• To support the Headteacher in developing links with parents, other schools, educational institutions and the wider community, including businesses and industry, in order to enhance teaching, learning, and children's personal development.</li> <li>• Oversee the school website to ensure it is up to date, relevant and a showcase for the school, as well as being compliant.</li> <li>• To share the leadership and responsibility for online safety.</li> <li>• Research and lead creative and imaginative ways of anticipating and solving problems and identifying opportunities that will enhance the quality of education across the school.</li> <li>• Manage own workload and that of others to allow an appropriate work/life balance.</li> </ul>

	<ul style="list-style-type: none"><li>• To lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.</li><li>• To support the Headteacher in the implementation of the school's performance management policy. To support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.</li><li>• To manage the school effectively in the absence of the Headteacher.</li><li>• To take a supporting role in promoting the role of pupil voice.</li><li>• To support the Headteacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development and pastoral needs are met.</li><li>• To work with the Headteacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.</li><li>• To provide effective professional support to the Headteacher.</li><li>• To provide information and advice to the Headteacher and Governing body and support proper accountability processes throughout the school.</li><li>• Attend weekly Senior Management Team meetings and termly meetings of the Full Governing Body to provide information and advice regarding specific areas of responsibility.</li><li>• Regularly review own practice, set personal targets and take responsibility for your own personal development.</li><li>• To support the Headteacher in ensuring the school is compliant with the requirements of data protection legislation.</li></ul> <p>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.</p>
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