

ST BEDE'S CATHOLIC PRIMARY SCHOOL AND NURSERY

JOB DESCRIPTION

Job Title:	Deputy Headteacher
Salary Scale:	Leadership Scale Point 9-13
Employer:	The School Governing Body
Responsible to:	The Headteacher

General Duties

The education and welfare of children in accordance with the current requirements of School Teacher's Pay and Conditions Document having due regard to the National Curriculum, the school's mission statement, objectives and schemes of work and policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all pupils.

Purpose of the Job

- To actively assist the Headteacher in developing a culture of learning throughout the school, improving and celebrating success.
- To help maintain respect for the office of Headteacher.
- To actively assist the Headteacher in creating an atmosphere and the necessary structures in which pupils and staff feel valued and have high expectations of themselves and each other.
- To have a specific teaching role that meets the various needs of the school at any one point in time.
- To lead and manage a Phase.
- To take responsibility for Staff Induction; Timetabling; Continuing Professional Development; Student Teachers and Work Experience children; National Curriculum, coaching of staff whose teaching requires improvement; and, Deputy Child Protection.
- To encompass the five key areas of school leadership, under the direction of the Headteacher:
 - (a) Strategic direction and development of the school
 - (b) Learning and teaching
 - (c) Leading and managing staff
 - (d) Efficient and effective deployment of staff and resources (e) Accountability.

Strategic Direction and Development of the School

As part of the Leadership Team, and with specific responsibility for a phase, the Deputy Headteacher will assist the Headteacher to:

- Develop a strategic view for school improvement and the raising of standards in vulnerable pupil's attainment and progress.
- Analyse and plan for the school's future needs and further improvements. Identifying and meeting priorities and targets within the local and national context, taking into account appropriate data.
- Lead by example inspiring and motivating the learning community.
- Play a leading role in formulating and implementing a positive learning ethos, school vision and aims which secure effective learning and teaching in partnership with the staff team.
- Ensure that an appropriate curriculum and intervention programmes are developed in accordance with the needs and abilities of all vulnerable groups taking into account the requirements of the National Curriculum and the Early Years Foundation Stage Curriculum.
- Monitor, evaluate and review school policies, procedures and practice and take action where necessary.
- Deputise for the Headteacher in his absence.

Learning and Teaching

As part of the Leadership Team the Deputy Headteacher will assist the Headteacher to:

- Secure and sustain effective learning and teaching throughout the school, the Deputy Headteacher modelling and leading excellent classroom practice.
- Play a leading role in the development of high standards in classroom organisation and the learning environment.
- Promote a culture of learning and reflective practice in liaison with the staff team.
- Taking a leading role in the implementation and review of the Positive Behaviour and Anti-bullying Policies throughout the school.
- Taking a leading role in pastoral care of pupils.
- Monitor, evaluate and review the quality of learning and teaching and standards of vulnerable pupils' achievements and identify strategies for improvement in liaison with staff.
- Create and promote positive strategies for equal opportunities throughout the learning community.
- Develop an effective partnership with parents and the wider community, supporting and enriching vulnerable pupils' learning.

Leading and Managing Staff

As part of the Leadership Team the Deputy Headteacher will assist the Headteacher to:

- Manage the performance of part-time staff

- Manage the performance of colleagues and standards in their Phase
- Motivate, support, challenge and develop staff to ensure school improvement.
- Lead and motivate staff in their roles and responsibilities in helping implement School Vision, Aims and the School Development Plan.
- Maximise and value the contribution of staff to improve the quality of learning and teaching.
- Assist in a performance management system and process linked to school needs and improvements
- Ensure that all professional development is of a high quality and is clearly relevant to the school's and individual's needs and development.
- Engage in continued professional development, keeping up to date with current initiatives by attending relevant courses and meetings with outside agencies.
- Ensure that professional duties are fulfilled as specified in the Terms and Conditions of Service for teaching and non teaching staff including those for Deputy Headteachers.
- Manage the deployment and day-to-day management of the Learning Assistants.

Efficient and Effective Deployment of Staff and Resources

As part of the Leadership Team the Deputy Headteacher will assist the Headteacher to:

- Work with senior colleagues to deploy all staff effectively in order to improve learning and teaching.
- Maintain and develop recruitment and retention of staff and induction procedures and mentor newly qualified teachers when appropriate.
- Ensure that resources are deployed effectively and efficiently in order to secure value for money and high standards in learning and teaching.

Accountability

As part of the Leadership Team the Deputy Headteacher will assist the Headteacher to:

- Supervise the work of teaching and non-teaching staff relevant to their responsibilities
- Ensure equality of opportunity for all through the school's policies, procedures and practices.
- Develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Ensure that parents and vulnerable pupils are well informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets for improvement.

Specific Responsibilities

- Coaching
- Work alongside colleagues whose teaching has been judged to require improvement
- Give feedback and advice pertaining to the colleague's teaching based on first-hand experience and the observations of others
- Model effective practice
- Agree and maintain an action plan of support for each colleague whom they are coaching

Timetabling

- To organise timetables across the school.

Continuing Professional Development

- Ensure that all members of the school community have an opportunity through mechanisms such as performance management, to discuss their development needs and aspirations.
- Keep up to date with current best practice and local and national opportunities.
- Ensure that all members of the school community have equality of opportunity for continuing professional development.
- Maintain effective links with all key providers, agencies and other organisations.
- Liaise with and advise the Headteacher on the CPD needs of the staff and how best to meet them.
- Organise and make available to staff relevant information on CPD opportunities.
- Ensure that the CPD provision is varied fit for purpose and conforms to best value principles.
- Monitor and evaluate the take up and effect of the provision and report to the Headteacher.
- Ensure the completion of statutory returns on CPD.
- Organise and collate the dissemination of good and successful practice, in ways that effectively lead to improvements in teaching and learning and raising standards.

Induction

- Meet with each new colleague (including Work Experience Students) to induct him/her into the life of the school according to school policies

Child Protection

- To assume the role of Deputy Child Protection Officer
- Support the Headteacher in ensuring that effective child protection and safeguarding policies and practices are in place.

Curriculum

- To be responsible for the implementation and delivery of the National Curriculum
- To oversee curriculum budgets to ensure value for money.
- To monitor and evaluate planning and assessment for all learning groups.
- To attend courses to keep up to date with current practices.
- To network with other schools to share good practices.
- To lead curriculum staff meetings to address staff CPD.
- To ensure children, regardless of gender, background or intellectual ability, have equal opportunity in any curriculum activity.

The above duties are neither exclusive nor exhaustive and the Deputy Headteacher may be required by the Headteacher to carry out other appropriate duties within the grading level of the post and the competence of the postholder.