



Job Description for Deputy Headteacher

Job Title: Deputy Headteacher

Responsibilities in addition to daily DHT duties: Phase Leader, Assessment co-ordinator, Deputy Designated Safeguarding Lead, Lead Person in school for tracking and developing the effectiveness of the use of Pupil Premium funding in school, subject co-ordinator.

Salary: Leadership 7-11

Responsible to: Headteacher

Line Management: Headteacher

The aim of this job description is to indicate the general purpose and responsibility of a Deputy Headteacher at Russell Hall Primary School. The specific duties in this description may be subject to periodic review, in order to keep the focus of the post clearly inline with the school's improvement priorities, but will consistently remain as skills, actions and aptitudes which are required against the National Standards for Headship. Any review of responsibilities would be done in consultation with the post holder and at the direction of the Headteacher.

The job description outlines the roles and responsibilities of a Deputy Headteacher and **should be used in addition** to the duties and responsibilities of a teacher.

Job purpose:

- To support the Headteacher in providing and sharing the vision, values and aims of the school.
- To carry out the professional duties of the Deputy Headteacher as directed by the Headteacher.
- To assist the Headteacher in the formulation and implementation of the aims and objectives of the school and its policies.
- To be an active member of the School Leadership Team working to ensure that the school continues to provide high quality education for all its pupils and improved standards of learning and achievement.
- To establish a strategic role in the leadership and management of the school
- To make strategic evaluations of teaching, learning and personnel issues as a supportive and well motivated team member.

Accountability:

In addition to carrying out the professional duties of a teacher the Deputy Headteacher will be expected to play a major role in the following areas under the overall direction of the Headteacher:

- **Formulating the aims and objectives of the school**
- **Establishing the policies that the aims and objectives will be achieved through**
- **Managing staff and resources to that end**
- **Monitoring progress towards their achievement**
- **Work against the Standards for Headship and demonstrate a commitment to them.**

To work in accordance with the 1988 Education Act.

To report to the Headteacher, Senior Leadership Team, Governors and LEA on Learning, related School Improvement Priorities.

Professional Duties against the National Standards for Headship including key areas of responsibility:

Be responsible for the Leadership and management of a phase of school.

Be responsible for the co-ordination of Assessment and data across school.

Be the Deputy Designated Safeguarding Lead in School and fulfil the duties attached to this responsibility as outlined in the relevant training.

Be responsible for developing systems in school to closely track the use of Pupil Premium spending, analyse effectiveness of this spending and adjust spending accordingly to achieve maximum impact for pupils in receipt of Pupil Premium Funding.

Be responsible for the co-ordination of a subject across school.

All duties are carried out under the direction of the Headteacher.

The **National Standards for Headship** below highlight key generic skills and attributes as well as specific actions of the Assistant Headteacher.

Shaping the Future:

- ❖ **Think strategically, build and communicate a coherent vision in a range of compelling ways.**
- ❖ **Inspire, challenge, motivate and empower others to carry the vision forward**
- ❖ **Model the values and vision of the school**

The post holder will:

- Be an effective, efficient and professional role model to colleagues, pupils and parents at all times.
- Collaborate with colleagues and stakeholders at all levels to ensure the school vision of excellence and equity sets high standards for everyone.
- Support the schools development of policy and practice in teaching and learning that directly relates to key responsibilities and contribute to all others
- Support and develop strategies for sharing good practice.
- To determine and ensure the implementation of all policies in their areas of responsibility, and beyond, across the school for all pupils and relate it to review/update to ensure the best possible outcomes of all pupils at all stages of their primary school development.

Leading Learning and Teaching:

- ❖ **Demonstrate personal enthusiasm for and commitment to the learning process**
- ❖ **Demonstrate the principles and practise of effective teaching and learning**
- ❖ **Access, analyse and interpret information**
- ❖ **Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance improvement**
- ❖ **Acknowledge excellence and challenge poor performance across school**

The post holder will:

- Use action research to evidence, support and evaluate innovative practices that have a positive impact on pupil learning.
- Have an understanding of the most effective teaching, learning and behaviour management strategies in order to support personalised learning.
- Contribute to raising standards across the school and sustain at least good progress in core learning across school.
- Use and analyse data, statistics and other information at a whole school level, and in collaboration with colleagues, to evaluate pupil progress and attainment to highlight key areas for whole school improvement. Devise strategically focused actions to ensure positive outcomes from findings that are time bound and effective.
- To be a performance management team leader.
- Develop and use quality models of teaching and learning to support and develop pupil progress
- Be an outstanding teacher leading on exemplar practise.
- Be able to demonstrate high involvement and engagement of all pupils, including vulnerable groups.
- To oversee and ensure the maintenance of good behaviour at all times by pupils both during the school day and when pupils are out of school at other times and represent the school.
- Monitor and evaluate teaching and learning performance across the school, action areas of concern and put plans in place to positively impact in such areas.
- Monitor and evaluate the planning of learning on a regular basis, report anomalies to Headteacher. Direct staff as required.
- Employ effective strategies to further develop teacher skills.
- Liaise with SLT staff as appropriate to role.

Developing Self and Working with Others:

- ❖ **Foster and open, fair and equitable culture and manage conflict**
- ❖ **Develop, empower and sustain individuals and teams**
- ❖ **Collaborate and network with others within and beyond the school**
- ❖ **Challenge, influence and motivate others to attain high goals**
- ❖ **Give and receive feedback and act to improve personal performance**
- ❖ **Accept support from others including colleagues, governors and the LEA.**

The post holder will:

- Direct and lead staff induction in areas of responsibility, providing all required documentation, assigning a mentor and other actions which may be required.
- Contribute to the positive professional development of colleagues and deliver whole school, group or individual CPD as required specifically in areas of responsibility and those being developed by the SLT as a whole.
- Coach and mentor colleagues as appropriate, in areas of responsibility, to support improvement in their effectiveness relating to planning, teaching, learning and formative assessment and through the induction process for ITT or students.
- Support and provide mentoring, when required, for trainee teachers.
- To support and work alongside colleagues to enhance their professional understanding and delivery of the curriculum/key responsibilities in order to fully engage all pupils in their learning and ensure the best outcomes for all groups of learners.
- Make judgements about staff performance in relation to areas of responsibility, data outcomes and pupil need and through the performance management cycle.
- Be wholly involved in monitoring and evaluation. Provide feedback, actions, next steps and impact to the Headteacher on a regular basis for areas of responsibility.
- Take effective action to ensure that standards rise in areas of responsibility and those as directed by the School Improvement Plan.
- Use tools for data collection and analysis. Make sure that all inclusive and vulnerable pupil progress is at least at expected standards.
- Monitor planning on a regular basis to ensure staff plan appropriately for core learning, use cross curricular skills, personalise and differentiate appropriately for all children, making learning highly effective.
- Regularly undertake opportunities to update own skills and training. Share these with colleagues to open professional dialogue, debate and focused outcomes.
- Alert the CPD leader to aspects of professional development that you are aware colleagues may require enhancing their performance and suggesting appropriate actions.
- Consistently and persistently monitor and evaluate the school's performance against key school improvement actions that you are responsible for.
- Work alongside the Headteacher to ensure through CPD that Quality First Teaching is at its heart.
- Take appropriate action when a colleague's performance is not satisfactory.
- Take responsibility for and review own performance, set personal goals with high expectations and seek advice and support if required.

Managing the Organisation:

- ❖ **Establish and sustain appropriate structures and systems**
- ❖ **Manage the school efficiently and effectively on a day to day basis**
- ❖ **Delegate management tasks and monitor their implementation**
- ❖ **Prioritise, plan and organise themselves and others**
- ❖ **Make professional, managerial and organisational decisions based on informed judgements**
- ❖ **Think creatively to anticipate and solve problems**

The post holder will:

- Ensure that safeguarding procedures and policies are consistently and effectively adhered to.
- Ensure the school meets all its legal duties with regard to core learning .
- Use professional integrity and initiative to manage the organisation.
- Lead, manage, direct, hold accountable and support all relevant, identified groups of staff.
- Liaise with and direct admin staff with regard to actions required for areas of responsibility.
- Ensure ITT, students and volunteers have a clear overview of the school, its policies, practises and expectations.
- Organise and monitor the induction period of ITT staff/students/volunteers, providing effective feedback and required actions to the individual and updating the Headteacher.
- Hold regular meetings with staff in line management capacity to ensure lines of communication are open, clear and effective.
- To assist in the recruitment and deployment of teaching and support staff and maintain effective procedures and strategies for staff induction, professional development and performance review.
- Implement evidence based school improvement plans and policies for the development of the school and its facilities.

- As part of the SLT have effective performance management processes.
- Manage and organise the school environment in areas of responsibility effectively.
- Monitor and review the range, quality and use of all available resources for areas of responsibility and ensure value for money and quality education.
- Support staff in the use and range of new technologies to enhance efficiency in both an administrative and learning capacity in areas of responsibility.
- Monitor and use finances in areas of responsibility from a set budget to ensure value for money.

Securing Accountability:

- ❖ **Demonstrate political insight and anticipate trends**
- ❖ **Engage the school community in the systematic and rigorous self evaluation of the work of the school**
- ❖ **Collect and use a rich set of data to understand the strengths and areas of weakness of the school**
- ❖ **Combine the outcomes of regular school self review with external evaluations in order to develop the school**

The post holder will:

- Ensure that all statutory responsibilities for areas of responsibility are met and legal duties adhered to.
- Participate in the schools self evaluation process, including lesson observations, scrutiny and interview, in order to identify good practice and priorities for development.
- Ensure all actions are clearly evidenced from a variety of sources.
- Ensure a fully strategic and effective 'overview' is kept at all times in areas of responsibility so that accountability is upheld, action taken and outcomes consistently and effectively raise standards at all levels.
- To assist the Headteacher, Senior Leadership Team, Governors and staff to produce and implement clear, evidence-based school improvement plans and policies and demonstrate positive impact.
- To support and implement effective planning, monitoring and evaluation of work undertaken by teams/individuals and report back to the Headteacher, SLT and Governors.
- Quality assure the judgements and outcomes of actions from others in or beyond the organisation.
- Secure clearly defined job roles in their capacity as a line manager and senior leader.
- Be accountable to the Headteacher and Governing Body for the impact of actions taken in all aspects of role.
- Reflect on own performance and personal areas for improvement. Is willing and able to seek support and improve self to secure own accountabilities.

Strengthening Community:

- ❖ **Recognise and take account of the richness and diversity of the school's communities**
- ❖ **Engage in a dialogue which builds partnerships and community consensus on values, beliefs and act on community feedback**
- ❖ **Build and maintain effective relationships with parents, carers, partners and community, that enhance the education of all pupils**

The post holder will:

- To liaise and maintain effective working relationships with pupils, staff, parents/carers and all other stakeholders including Governors.
- Effectively build teams.
- Ensure positive strategies to challenge prejudice or racism of any kind.
- To provide the necessary information to advise, support, develop and work with the governing body to enable them to meet their responsibilities.
- Provide updated information on current and arising national and local trends/issues that will impact on the school community.
- Have a clear awareness and understanding of the rich and diverse resources available to the school in the local community.
- Highlight and encourage curriculum development in the wider school community beyond the school gates.
- Be aware of models of excellent community partnerships linked to school settings that would benefit pupil outcomes.
- Build positive collaborative practices both inside and locally to support school improvement.
- Use the locality effectively to support teaching and learning in areas of responsibility and build positive partnerships.

- Hold meetings/send regular communications to parents regarding a need to involve pupil in intervention work.
- Devise, develop and research effective strategies that can be employed to encourage parents and carers to support their children's learning.
- Ensure that the curriculum includes community learning and uses effective partnerships to enhance the learning process.

Signed: _____ (Headteacher) Date: _____

I acknowledge that I have seen and received a copy of the above job description.

Signed: _____ (member of staff) Date: _____

Note 1: The job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended any time after consultation with you.

Note 2: The days and hours specified by the School Teacher's Pay and Conditions Document for teachers (1265 hours) are not applicable for the role of the Deputy Headteacher