



CARR GREEN PRIMARY SCHOOL

JOB DESCRIPTION

School: Carr Green Primary School	Location: Carr Green Lane, Rastrick
Job title: Deputy Headteacher	Salary range: Leadership Scale 8-12
Responsible to: Headteacher and Chair of Governors	

Carr Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description is not definitive of the post: duties may vary within this framework in line with its general character and level of responsibility entailed. This document does not permit every item to be specified in detail, nor does it direct the amount of time to be spent on carrying them out.

Job Purpose

The Deputy Headteacher will, in partnership with the Headteacher:

1. Support the Senior Leadership Team and the Governing Board in:
 - formulating the aims and objectives of the school
 - establishing policies to support the vision and ethos and promote high levels of achievement
 - managing staff and resources to that end
 - monitoring progress towards their achievement.
2. Has a commitment to work collaboratively with colleagues, parents, governors and outside agencies within the SENDCo role
3. Work with all members of the school community to ensure an environment for teaching and learning that empowers both staff and children to achieve their highest potential.
4. Undertake any professional duties of the Headteacher reasonably delegated or in the event of her absence from school.
5. Carry out the duties of a teacher.

Main Duties and Responsibilities

Specific Duties for Deputy Headteacher:

Represent the views and interests of the school in the Senior Leadership Team and in doing so share responsibility for:

- School self-evaluation
- School Improvement Planning
- The development of school policies and procedures
- Staff deployment and development across the school
- Contribute to school activities such as Parents' Evenings, workshops and liaison with the local community
- Ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement
- To raise the achievement of disadvantaged children through Pupil Premium funding.



Specific Responsibilities for SEND

- To be responsible for the daily implementation of the SEND policy and the specific provisions made to support pupils with SEND including those with Education Health Care Plans.
- To ensure the school keeps the records of all pupils with SEND up to date.
- To work alongside the Pastoral Manager within the Inclusion Team, to provide a cohesive and effective mechanism for supporting the SEND, Social & Emotional needs.
- To work with the Headteacher and Governing Board to advise on the deployment of the school's delegated budget, other resources, and the graduated approach to providing SEND support to ensure the needs of pupils are met.
- To work closely with, and be a key point of contact for parents, other educational establishments, educational psychologists, health and social care professionals and independent and voluntary bodies.
- To be aware of the Local Offer and provision within it and must be able to work with other professionals to provide a supportive role to families to ensure pupils with SEND receive appropriate support and that the teaching is of a high standard.
- To provide an adapted school offer (which is updated annually).
- To liaise with possible providers of the next stage of education for a child with SEND and ensure both they, and their parents, are informed of options to plan a smooth transition.
- To be the named Designated Teacher for Children Looked After and to support the Pastoral Manager in completing PEP reviews if required.

Curriculum Development, Teaching and Learning within a Key Stage:

- Work with the Senior Leadership Team to ensure broad and balanced curriculum delivery across the school, focused on high achievement.
- Ensure a rich and stimulating learning environment for children through the development of appropriate resources.
- Work with the Headteacher on monitoring standards in the school and attend Governors' meetings as requested.

Team Leadership in the School:

- Support the Headteacher in developing positive working relationships with, and between, all staff and provide and sustain motivation.
- Organise and chair team meetings to ensure that policies and practices are being delivered.
- Oversee the induction process of new members of staff in the school including support staff.
- Act as mentor to any students undertaking placements in school, or NQTs who join the school.
- Lead the Performance Management of a group of staff.

Key Management Tasks:

- Act as a critical friend and provide professional challenge and support to the Headteacher.
- Meet regularly with the Headteacher to discuss school matters.
- Maintain an overview of the monitoring of the school curriculum undertaken by subject coordinators.
- Lead and manage pupil behaviour systems in school.

Class Teacher Duties:

- Teach according to their educational needs, pupils assigned to their class.
- Provide an outstanding example of good primary practice and classroom management.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Be responsible for the co-ordination of a core curriculum area.



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Additional Information

This job description identifies the responsibilities attached to your post. It is subject to the terms and conditions set out in the current Teachers' Pay and Conditions Document.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Signed _____ (Post holder) Date _____

Signed _____ (Headteacher) Date _____