



# Job Description

**Job title:** Deputy headteacher and class teacher

**Salary:** Leadership

**Contract type:** Full time Permanent

**Reporting to:** Headteacher

## Main purpose

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Lead Teaching & Learning across the school
- Monitor consistency and impact of Teaching & Learning
- Support and mentor new staff, including trainee teachers
- Lead and facilitate ITT within the school/cluster
- Monitoring progress towards the achievement of the school's aims and objectives
- To demonstrate good/outstanding teaching at all times within classroom and to model it to colleagues
- If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.
- The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

## Duties and responsibilities

### Qualities and knowledge

Under the direction of the headteacher:

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context

- Seek training and continuing professional development to meet own needs

### **Pupils and staff**

Under the direction of the headteacher:

- Demand ambitious/aspirational standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice
- Develop a whole Teaching & Learning policy
- Design a rich and full curriculum, with breadth and depth for learning in all subjects
- To monitor pupil progress and attainment across the school, and ensure interventions are relevant and effective in raising standards

### **Systems and processes**

Under the direction of the headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

### **The self-improving school system**

Under the direction of the headteacher:

- Create an outward-facing school which works with other schools and organisations, including schools within the MAT to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Work strategically through the School Improvement plan and assist with Self-evaluation

The deputy headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.