

Bernards Heath Infant and Nursery School
Job Description

**Deputy Headteacher**

**Job details**

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|  Salary range: |  |
|  Contract type: |  |
|  Reporting to: |  |

**Job Outline**

* Under the direction of the Headteacher, formulate the aims and objectives of the school
* Undertake the professional duties of Deputy Headteacher reasonably delegated by the Headteacher
* Undertake the professional duties of Headteacher in the event of their absence
* Meet the expectations set out in the Headteachers’ and Teachers’ Standards
* Fulfil the professional responsibilities of a teacher, as set out in the School Teacher’s Pay and Conditions Document (STPCD)

*N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.*

**Key Responsibilities:**

**Deputy Headteacher:**

The Deputy Headteacher will have delegated responsibilities which are both school-wide and of considerable weight and will be in addition to carrying out the professional duties of a teacher.

* Managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement
* Provide leadership and management of teaching and learning throughout the school
* Take a lead role in monitoring and evaluating standards across the whole school, actively promoting effective teaching and learning practices
* Contribute significantly to the direction of the School Improvement Plan, taking account of the priorities of the school
* Work closely with the Headteacher to ensure that the school offers a high quality and engaging curriculum for its pupils
* Be an active participant of the schools’ senior management team

**Teaching and Learning:**

* Be responsible for the quality of the teaching and learning of all assigned pupils
* Plan and teach well-structured lessons to assigned classes, following the school’s plans and curriculum
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
* Participate in arrangements for preparing pupils for examinations
* As Deputy Headteacher, work with the Headteacher to raise the standards of teaching, learning and attainment
* As Deputy Headteacher, lead a team through the school self-evaluation process
* As Deputy Headteacher, develop whole staff and individuals to enhance performance

**Whole-school organisation, strategy and development:**

* Ensuring the schools’ vision is clearly articulated, understood and acted upon effectively by all
* Demonstrate the vision and values of the school in everyday work and practice
* Assist the Headteacher in the ongoing review of standards of leadership and teaching and learning, working with others on curriculum and/or pupil development to secure coordinated outcomes
* Create costed subject development plans which contribute positively to the achievement of the school development plan and which actively involves staff in its design and execution
* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures

**Health and Safety:**

* Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
* Promote the safety and wellbeing of pupils
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

**Working with colleagues and other relevant professionals:**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues.

**Management of staff and resources:**

* Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
* Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
* Monitor quality and standards of resources delegated to them.

**Professional development:**

* Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve own teaching and overall performance
* Where appropriate, take part in the appraisal and professional development of others.

**Communication:**

* Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.