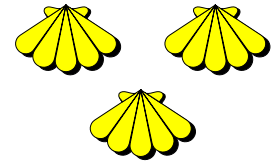


High Wych C E Primary School

Founded in 1861



High Wych, Sawbridgeworth, Hertfordshire. CM21 0JB

Telephone: (01279) 722109

E-mail: head@highwych.herts.sch.uk

admin@highwych.herts.sch.uk

Headteacher: Mrs M Moulsher *Success and Excellence within a caring Christian Environment*

Deputy Headteacher

Job details

Salary range: L2 – L7

Contract type: Permanent

Reporting to: Headteacher

Main purpose

- 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)

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.

December 2024

