



Job Profile: Deputy Head Teacher

Purpose:

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

- To carry out professional duties and to have responsibility for an assigned class.
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
- To promote the aims and objectives of the school and maintain its philosophy of education.
- To make strategic evaluations of teaching, learning, and personnel issues as a supportive and well-motivated team member.
- To support the school in securing effective education for all pupils and the continuous improvement of teaching and learning in the school.

Key roles of this post:

1. Teaching and Learning:

- Monitor and evaluate pupil achievement and attainment throughout the school.
- Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- To monitor the quality of teaching and learning, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils work.
- To review long term planning to ensure coverage, progression and a range of learning experiences throughout the school.
- Oversee all aspects of the school organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.
- Take some responsibility for the pastoral care of pupils, including involvement in when necessary.
- Co-ordinate and oversee the organisation of out of school learning activities.
- Liaise closely with all staff to ensure continuity and progression across the age and ability range.
- To monitor the standards of behaviour and achievement within their year group and across the key stage.
- Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil's achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
- Supporting staff to meet personal and professional targets.
- Ensure staff share the aims of the school in promoting a high quality of learning in the classroom.

2. Recording and Assessment:

- Update the Head Teacher, other senior managers and governing body on the effectiveness of provision for pupils throughout the school to include an annual development plan.
- Have input into the target setting process for raising achievement for pupils and feedback to the Head Teacher.
- Monitor progress and ensure appropriate action plans are in place where issues are identified.

- Ensure planning is effectively carried out and ensure individual needs are being met.

3. Leadership:

- Support the Head Teacher in providing a clear direction for the development of the school.
- Contribute to establishing the core values of the leadership team and their practical expression.
- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
- Support the Head Teacher and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives.
- Assume responsibility for the management of the school in the absence of the Head Teacher.
- Attend SLT meetings as required, and report back to staff when necessary.
- Establish good relationships, encourage good working practices and support and lead teachers.
- Plan, organise and chair meetings as appropriate.
- Lead, support, motivate and direct support staff working within the key stage.
- Liaise with teaching assistants and outside agencies.
- Standards and Quality Assurance
- Support the aims and ethos of the school.
- Liaise with the Governors, when appropriate, to facilitate their overview of school management
- Attend and participate in open/parent evenings.
- Uphold the school's behaviour code and uniform regulations.
- Participate in staff training.
- Participate in Continuing Professional Development with particular reference to SEN.
- Attend team and staff meetings.
- Develop links with Governors, LAs and neighbouring schools

4. People and relationships:

- Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
- Support Curriculum Co-ordinators within the context of school policies, in relation to working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitude.
- Encouraging moral and spiritual growth and civic and social responsibility amongst pupils
- Managing innovation and change.
- Working collaboratively.
- Manage and develop effective working relationships with Head Teacher and senior managers in the school.

5. Human and material resources and their development and deployment:

- Lead the professional development of all staff through example, coaching peer, support and target setting.
- Contribute to the audit of staffs' development and training needs and the provision of effective INSET.
- Ensure support and training during the induction of new staff and for trainee teachers.
- Support the establishment of priorities for expenditure across the whole school.

- Maintain effective and efficient management and organisation of the accommodation and resources of the school.
- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.
- Manage the resources for a specific subject area or a whole school aspect.

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