

# Newton-le-Willows Primary School

## Deputy Headteacher Job Description

**Job Title:** Deputy Headteacher

**Grade: Group ...** ISR 12 to 16

**Responsible to:** The Headteacher and the Governing Body

### **Purpose of the Job:**

To assist and when necessary deputise for the Headteacher in leading and managing the school effectively and efficiently, in order to provide the highest quality education possible for each child entrusted to our care within the framework provided by the policies of the Governing Body and the Authority with regard to all statutory requirements.

- Undertake the normal responsibilities of the class teacher and that of Senior Leader in line with the National Leadership Standards
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, School Development Plan, aims and objectives of the school day.
- Establishing policies through which they shall be achieved
- Managing staff and resources to that end
- Monitoring progress towards their achievement.

### **Principal Responsibilities:**

The appointment is subject to the current conditions of the professional duties of deputy Headteacher as set out in the current Teachers' Pay and Conditions Document. Taking responsibility for the professional duties of the Headteacher as set out in the current Teachers' Pay and Conditions Document in the absence of the Headteacher.

## **MAIN DUTIES**

### **Leading and managing the internal organisation of staff and resources**

- To have specific responsibilities to be agreed upon appointment
- Implementing the governing body's policies on equal opportunity issues for all staff and pupils relating to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines
- Working with the Headteacher to establish distributed leadership throughout the school
- Providing help and support for colleagues, and have a positive impact on classroom practice through coaching, evaluation, feedback and staff development programmes
- To participate in the selection and deployment of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school
- To maintain good relationships with individuals, groups and staff unions and associations
- To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- To promote an attractive environment which stimulates learning and enhances the appearance of the school and expresses its identity
- To contribute to arrangements for the security and effective supervision of the school building, their contents and grounds, including aspects of health and safety.
- To maintain effective working relationships with external agencies and services contracted to the school and Authority.

### **Strategic direction and development of the school**

- Fully and actively supporting the vision, ethos, aims and objectives of the school
- Developing an effective working relationship with the Headteacher, leadership team and all staff
- Being an active member of the school's leadership team

- Taking a lead role in the school's self-evaluation processes, monitoring progress towards curricular and other targets
- Working with the Headteacher, governors and staff in the formulation and effective delivery of the School Development Plan
- Assisting the Headteacher in the planning of the annual budget and managing financial delegation with the Headteacher and staff
- Making a positive and regular contribution within the full governing body and committee meetings
- To take account of national and local initiatives

### **Teaching and Learning**

- Modelling high standards in what constitutes outstanding classroom practice
- Leading strategies aimed at raising standards of achievements throughout the school including core subjects and attendance.
- Having an overview of assessment, recording and reporting throughout the school
- Leading the co-ordination of a subject/aspect area throughout the school
- To teach in any age group(s) in school in both planned and unplanned situations.

### **Curriculum Development**

To contribute to:

- Managing the quality, development and effectiveness of the curriculum through the co-ordination of teaching and learning throughout the school and spreading the good practice of effective teaching and learning styles
- Ensuring arrangements for the daily acts of collective worship and the spiritual life of the school
- Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the ethos, purpose and aims of the school.
- Providing high quality personal, social, health education and citizenship
- Ensuring that information on pupils progress is used to improve teaching and learning to inform and motivate pupils , to inform parents and to aid governors in their future management of the school
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- The promotion of extra-curricular activities in accordance with the educational aims and ethos of the school

### **Pupil Care**

To contribute to

- The development, organisation and implementation of the school's policy for personal and social development of pupils including pastoral care and guidance
- Effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
- The development among pupils of self-discipline.

### **Safeguarding-Child Protection**

- Work as one of the school's designated staff for child protection
- Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively.

## **Closing the gap: supporting achievement for all groups including SEN/D and the more able**

It will be a major part of the Deputy Headteacher's role to understand and apply best practice to lead and manage progress and achievement for:

- SEN/D
  - Children who need to 'Close the Gap'
  - FSM including effective use of pupil premium
  - Ethnic minority group achievements and EAL
  - Gifted, talented and More Able
  - Looked After Children's achievements
  - Support NQT's and teaching training students
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- Support for teaching assistants and Pastoral support assistants.