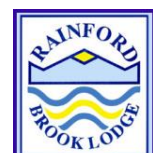




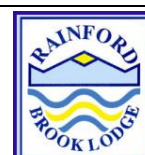
# JOB DESCRIPTION

“MAGIC Children!  
Motivated Aspirational Growing in  
Independence and Confidence”

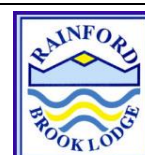
1. INTRODUCTION		
1.1	POST	Deputy Headteacher
1.2	GRADE	Leadership Scale 5 - 9
1.3	RESPONSIBLE TO	Headteacher and the Governing Body
1.4	RESPONSIBLE FOR	The professional duties of deputy headteacher as set out in the current Teachers' Pay and Conditions Document. Take responsibility for the professional duties of the headteacher as set out in the current Teachers' Pay and Conditions Document in the absence of the headteacher
1.4	PURPOSE OF POST	To assist the headteacher with the leadership and management of the school in order to promote effective education for all children within the framework provided by the policies of the Governing Body and the Authority with regard to all statutory requirements
2. SCHOOL ETHOS		
2.1	fulfilling the Mission Statement;	
2.2	formulating the educational aims, objectives and targets of the school and policies for their implementation;	
2.3	ensuring and agreeing the production of the School Improvement Plan;	
2.4	monitoring and evaluating the performance of the school and its achievements, responding and reporting to the Head teacher as required;	
2.5	motivating staff and pupils through interest and encouragement;	
2.6	implementing the Governing Body's policies on equal opportunities;	
2.7	participating, to such an extent as may be appropriate, having regard to the Deputy Head teacher's other duties, in teaching pupils at the school;	
2.8	assisting in the task of ensuring that management, finances, organisation and administration of the school support its vision and aims and are appropriate to the school's present and likely future resources;	
2.9	assuming responsibility for the discharge of the Head teacher's functions at any time when he/she is absent from school.	
3. TEACHING AND LEARNING		
3.1	Take specific responsibility for a class	
3.2	Work with the Head teacher in determining, organising and implementing, in collaboration with other appropriate persons or bodies, a curriculum which: <ul style="list-style-type: none"> <li>a) follows the curriculum policy of the Governing Body and meets statutory requirements;</li> <li>b) is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with special educational needs;</li> <li>c) fulfils the statutory duties in relation to the Curriculum including the National Curriculum</li> </ul>	



<b>3.3</b>	Work with the Head teacher in developing means whereby: <ul style="list-style-type: none"> <li>a) school policies on curriculum, assessment, recording and reporting inform effective teaching and learning;</li> <li>b) the arrangements for teaching and learning form a coordinated, coherent curriculum entitlement for all pupils;</li> <li>c) information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid governors in fulfilling their responsibilities for the school;</li> <li>d) there is continuity of learning and of progression for all pupils;</li> <li>e) challenging targets are set for pupil attainment leading to whole school improvement.</li> </ul>
<b>3.4</b>	Work with the Head teacher in providing a curriculum for the spiritual, moral, social and cultural development of all pupils.
<b>3.5</b>	Work with the Head teacher in ensuring appropriate pastoral care and guidance for all.
<b>3.6</b>	Work with the Head teacher in determining appropriate pupil groupings.
<b>3.7</b>	Work with the Head teacher to determine and publicise the means for promoting: <ul style="list-style-type: none"> <li>a) pupils' self discipline;</li> <li>b) respect for self, others and authority;</li> <li>c) good behaviour on and off school premises in accordance with any written direction of the Head teacher.</li> </ul>
<b>3.8</b>	Work with the Head teacher in promoting a school ethos which extends opportunities for learning and encourages extra-curricular activities.
<b>3.9</b>	Demonstrate good practice in teaching and learning and in all areas of responsibility
<b>4. LEADERSHIP AND MANAGEMENT</b>	
	To work with the headteacher:
<b>4.1</b>	in reviewing and assessing the staffing structure of the school;
<b>4.2</b>	in the key task of selecting and appointing all staff, in accordance with their delegated responsibilities;
<b>4.3</b>	in deploying and managing all staff appointed to the school;
<b>4.4</b>	by promoting and developing good management practice, positive participation, effective communication and clear procedures;
<b>4.5</b>	by supervising and participating in arrangements made in accordance with the Regulations for the appraisal of the performance of teachers in the school and in the identification of areas in which he/she would benefit from further training to include undergoing such training;
<b>4.6</b>	in the implementation of staff development policies appropriate to school with regard to: <ul style="list-style-type: none"> <li>a) the induction of new and newly qualified teachers and other staff;</li> <li>b) the development of professional knowledge, skills and abilities including those necessary for career development;</li> <li>c) the provision of professional advice, support and training;</li> </ul>



	d) the provision of references where relevant to career progression.
<b>4.7</b>	by maintaining positive and professional relationships with individuals and groups including staff unions and associations;
<b>4.8</b>	by demonstrating effective leadership through good professional practice;
<b>4.9</b>	by participating in the setting and/or monitoring of targets relating to their own performance and that of other staff.
<b>5. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES</b>	
<b>5.1</b>	Work with the Head teacher to implement the policies and procedures of the Governing Body concerning the resource and premises management of the school.
<b>5.2</b>	Work with the Head teacher to allocate, control and account for those financial and material resources of the school.
<b>5.3</b>	Work with the Head teacher to ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any Local Authority regulations and Governing Body responsibilities under Health and Safety and other relevant legislation, and as directed by the Head teacher.
<b>5.4</b>	Work with the Head teacher in seeking to provide an attractive environment which stimulates learning and enhances the appearance of the school.
<b>5.5</b>	Work with the Head teacher to ensure that the external agencies and services contracted to the school operate efficiently and effectively.
<b>6. ACCOUNTABILITY</b>	
<b>6.1</b>	In relation to the Governing Body:  a) to advise and assist in the exercising of its functions when requested;  b) to attend meetings of and report to the Governing Body as required.
<b>6.2</b>	In relation to the community:  Work with the Head teacher by:  a) developing and maintaining positive relationships with the community;  b) ensuring that the school recognises and meets its responsibilities in the life of the local community;  c) developing links with local employers for the benefit of the pupils and the school;  d) promoting a positive image of the school
<b>6.3</b>	In relation to parents and those with parental responsibility: Work with the Head teacher in:  a) building an effective partnership between the school and parents recognising them as the first educators of their children;  b) promoting understanding of the mission, aims and ethos of the school through provision of regular information to parents about:  ▪ the school curriculum; ▪ the progress of their children; ▪ other matters relating to teaching methods and organisation; ▪ and opportunities for dialogue between parents and staff, and for their involvement in the wider life of the school.



<b>6.4</b>	In relation to the Local Authority, and as directed by the Head teacher, to liaise and work in partnership with officers and support services; this is to include monitoring and evaluation of the school.
<b>6.5</b>	In relation to other schools, colleges and educational bodies:  Work with the Head teacher:  a) by promoting continuity of learning, progression of achievement and curriculum development;  b) by arranging for effective transfer and induction of pupils;  c) by maintaining effective liaison;  d) by maintaining effective relationships with other schools;  e) by providing training and work experience placements for school and college students as appropriate and in accordance with school policy. Where required, to act as mentor to students on placement
<b>7. SCHOOL SPECIFIC RESPONSIBILITIES</b>	
<b>7.1</b>	Lead a core subject
<b>8. DUTIES AND RESPONSIBILITIES – Others</b>	
<b>7.1</b>	To comply with the Council's Data Protection Policy / legal requirements and School policies and procedures and Code of Practice within the service area of the post.
<b>7.2</b>	To comply with the Council's / School's Health and Safety Policy and associated safe working procedures and guidelines.
<b>7.3</b>	To comply with the Council's / School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
<b>7.4</b>	The Council / Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post is subject to Enhanced Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

