HEMINGFORD GREY PRIMARY SCHOOL

Job Description: Deputy Head Teacher

(Attach to Classroom Teacher job description/Phase Leader job description)

Job Title: Deputy Head Teacher

Salary: Leadership spine point 6-10

Job Purpose:

To play a major role under the direction of the Head teacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

Responsible to:

The Head teacher and Governors.

Core purpose and Accountability:

Undertake the professional duties of the Deputy Head teacher reasonably delegated to you by the Head teacher

Undertake the professional duties of the Head teacher, in the event of his/her absence from the school.

In partnership with the Head teacher and the Senior Leadership Team, provide professional leadership and management of Teaching and Learning throughout the school in order to impact positively on pupil achievement.

To provide professional leadership and management of School Improvement Plan priorities

Duties:

The Deputy Head teacher will:

1. Impact on the educational progress of pupils across school

- Lead by example in all areas of the curriculum
- Lead a team of teachers in a teaching phase
- Promote high standards of behaviour across school
- Play a major role in the raising of standards across school
- Take a lead role in collating and analysing data, identifying key vulnerable children and groups. Liaise with the SENDco and Phase Leaders to ensure targeted effective intervention is in place to accelerate progress
- Liaise closely with the Phase Leaders and Head teacher to ensure high standards, continuity and progression across the school

- Lead teaching, learning and CPD in Literacy across the school to ensure high standards, continuity and progression across the school

2. Lead, manage, develop and enhance the teaching practice of others

- Be an active member of the Senior Leadership Team and, as such, a role model to the whole school
- Play a major role in formulating, implementing, monitoring and evaluating the school improvement plan and school policies
- Take a main role in school self-evaluation processes
- Ensure school Performance Management procedures are followed to support colleagues in developing their practice effectively
- Effectively induct new members of staff into the school in order to ensure subsequent effective teaching and learning takes place
- Lead programmes relating to coaching and mentoring of trainees and visiting staff from other schools
- Support the development of partnerships and network links
- Recognise the need for a positive working and learning climate and actively model and promote this amongst colleagues

3. Contribute to the wider professional life of the school

- Liaise with the teacher responsible for behaviour support and the Head teacher, be responsible for the pastoral care of pupils across school, including involvement in lunchtime duties, when necessary
- Coordinate and lead general school organisation activities, as required including assemblies
- Make a significant contribution to senior leadership meetings and activities to help strategic developments across the school
- Lead by example in all professional aspects of school life and support the maintenance of a climate conducive to constructive school review and evaluation
- Deputise for the Head teacher when necessary
- Ensure high visibility and presence throughout the school, being known and respected by children, teachers, governors and parents.

Form a strong working partnership with the Head teacher in order to create a climate of respect and a love of learning across the whole school community.

Signed:

Date:

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.