

## **Job Description for Deputy Head Teacher**

### **Brighstone CE Aided Primary School**

Duties and Responsibilities for Deputy Head Teacher. Also refer to person specification.

#### **Duties**

The duties outlined are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

#### **Teaching and Learning**

1. To carry out teaching duties in accordance with the school's approach to National Curriculum coverage.
2. Liaise with colleagues to deliver the curriculum in a collaborative way.
3. Work with all staff including the Head Teacher, governors, teachers, SENCO, learning support assistants, behaviour support, administrative staff, data officer, bursar, MSA's and the wider school community.
4. In consultation with the Head Teacher set challenging but realistic targets for pupils based on their prior attainment using the school's information management system (SIMS) and agreed monitoring and tracking procedures.
5. Demonstrate outstanding practice in teaching and coach others to the same standard.
6. Set work for pupils absent from school.

#### **Assessing and Reporting**

1. Use SIMS and EYFSP to record and track pupil progress across the school. To lead the collation and analysis of pupil reports and data (in partnership with the Carisbrooke Cluster data officer) in order to monitor individual pupil progress and impact upon standards.
2. Observe and evaluate lessons as part of the school's agreed Performance Management process, including accurate verbal and written feedback against Ofsted criteria. Identify and act upon key professional development needs. Ensure that these are addressed through the provision of high quality coaching and mentoring and undertake informal observations as required.
3. Undertake analysis and give feedback on pupil targets at all levels: Governors, SLT, Class teachers, LSA's that manage wave 2 intervention groups.
4. Produce assessment and behaviour reports to monitor pupil progress and evaluate the impact of teaching, learning and wave 2 interventions.
5. Liaise with parents and attend consultation evenings
6. Work within the Code of Practice relating to Special Educational Needs

## **Leadership and Management**

1. Support and assist the Head Teacher within the structure of the Senior Leadership Team (SLT).
2. Work with the Head Teacher and school bursar to determine priorities for the school budget to include allocation of resources and staffing.
3. Lead the office administration team and support the day to day running of the office e.g. signing cheques, monitoring resources budgets, co-ordinating events (including after school clubs).
4. Work collaboratively with the Head Teacher and Governing Body to review and implement school policies.
5. To mentor NQT, GTP, PGCE, LfM, LP and NVQ students as required.
6. Work with the Head Teacher in developing the curriculum across the school with reference to school development priorities and individual needs of children. Evaluate medium and long term planning and provide feedback to staff.
7. Undertake responsibility for a co-ordinated approach to monitoring progression of targets and analysis across the school.
8. Co-ordinate and manage senior leaders, SENCO, RE and collective worship, producing relevant action plans to implement and evaluate.
9. In collaboration with the Head Teacher implement the school's induction policy for new staff.
10. To work in collaboration with the senior leaders to ensure a cohesive whole school approach to improvement priorities.
11. To lead CPD across the school, to align with school development priorities.
12. Attendance at SLT and all Governing Body meetings.
13. Contribute to the School Self Evaluation (SEF), School Profile and School Development Plan and assume responsibility for areas as determined by the Head Teacher.
14. To liaise with the Travel Plan Co-ordinator.
15. Undertake performance management of allocated teaching and non-teaching staff.
16. To deputise for the Head Teacher in the event of Head Teacher absence.

## **Standards and Quality**

1. Support and promote the aims, values, ethos and policies of the school.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend and participate in open evenings, events and pupil performances as required.
4. Participate and where appropriate lead staff training.
5. Plan, attend and evaluate team and staff meetings against quality assurance model.

6. Develop links with governors, Local Authority and liaise with colleagues in the cluster on wider school improvement priorities.
7. To monitor curriculum coverage and personal development of vulnerable children.
8. To lead the use of APP to monitor pupil learning and progress in the core subjects.

**Other duties and responsibilities**

1. Support the development of the curriculum and use of school premises.
2. Encourage an atmosphere throughout the school which respects mutual support, co-operation and positive relationships.
3. Further enhance pupil's spiritual, moral and cultural development.
4. Further develop the support and involvement of parents and the wider community in the school and maintain a system of information and guidance to individual parents on their own child's progress.
5. Further develop pupil's sense of self esteem and self discipline.
6. Further develop the use of the school grounds as an educational resource.
7. Establish and maintain positive relationships with external support agencies as appropriate with due regard to the Every Child Matters agenda.
8. To ensure that children receive their entitlement to a broad and balanced curriculum meeting the requirements of the National Curriculum and Every Child Matters agenda.
9. To communicate with parents as required verbally and in writing.
10. In collaboration with the Headteacher to produce job advertisements, specifications and schedules required for the recruitment process of staff. To undertake CRB checks on all new staff and comply with the safeguarding policy and procedures.
11. In addition to the roles and responsibilities outlines above the post holder may be asked to undertake any duties which may be reasonably regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.
12. To be named as 'Key Holder' for the school premises.
13. Set an example to others in meeting a work/life balance.