

Deputy Head Teacher Job Description

Post title: Deputy Head Teacher

School: Noor ul Islam Primary School

Line manager: The Head Teacher and Governing Body

Specific responsibilities: Behaviour, Anti-Bullying and Curriculum Coordinator

Main purpose of the post

- Carry out the duties of this post as specified in this job description.
- Under the overall direction of the Head Teacher play a lead role in the following:
 - ✓ formulating the aims, objectives of the school and establishing the policies through which they are to be achieved
 - ✓ responsibility for the standards and curriculum (inclusive of teaching & learning and assessment) within the school including monitoring of progress towards achievement
 - ✓ proactively manage staff and resources
 - ✓ responsibility for coordinating whole school behaviour, anti-bullying and E-Safety policies
- Deputise in the absence of the Head Teacher.
- Organising the school Timetable.
- Carry out the professional duties of a teacher as required including the role of cover teacher.
- Responsibility for child protection issues as required and promoting the safeguarding and welfare of children and young people within the school.
- These duties and specific responsibilities may be subject to change depending on the needs of the school.

Duties and responsibilities

Shaping the future

- In partnership with the Head Teacher and Governors establish and implement an ambitious vision and ethos for the future of the school.
- Play a leading role in the school improvement and school self-evaluation planning process.
- In partnership with the Head Teacher manage school resources.
- Devise, implement and monitor action plans and other policy developments.
- Lead by example to motivate and work with others.
- In partnership with the Head Teacher, led by example when implementing and managing change initiatives.
- Promote a culture of inclusion within the school community where all views are valued.

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Work with the Head Teacher to raise standards through staff appraisal and performance management.
- Lead the development and delivery of training and support for staff.
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- Work in partnership with the Head Teacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented.
- With the Head Teacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure high standards and consistency across the school.
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school.
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Lead by example and ensure the active involvement of pupils and staff in their own learning.

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond.
- Organise and support the induction of staff new to the school and those being trained within the school.
- Fulfil the role of induction co-ordinator, as required, for NQTs and be responsible for students on teaching placement and those undertaking work experience.
- Participate in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers as directed by the Head Teacher.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Ownership and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- Work alongside the Head Teacher to deliver an appropriate programme of professional development for all staff including coaching and mentoring, in line with the school improvement plan and performance management.
- Lead the annual appraisal process for all identified support and teaching staff.

Managing the organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where needed.
- Ensure the effective dissemination of information, the maintenance of and on-going improvements to agreed systems for internal communication.
- Working with the Head Teacher, undertake key activities related to professional, personnel/HR issues

- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability, as directed by the Head Teacher.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality is implemented across the school.
- Be a proactive and effective member of the senior leadership team.
- Ensure the day-to-day organisation and running of the school including the deployment of staff, when required.
- To undertake any professional duties, reasonably delegated by the Head Teacher.

Securing accountability

- Lead and support the staff and Governing Body in fulfilling their responsibilities with regards to the school's performance and standards.
- Support the Head Teacher in reporting the school's performance to its community and partners.
- Promote and protect the health, safety and welfare of all pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- Keep up to date with changes relating to all aspects of education including statutory requirements.

Strengthening community

- Work alongside the Head Teacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
- Develop and maintain contact with all specialist support services as appropriate.
- Promote the positive involvement of parents/carers in school life.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Strengthen partnership and community work.
- Promote positive relationships and work with colleagues in other schools and external agencies.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.