

<b>Post Title:</b>	<b>Deputy Headteacher</b>
<b>Reporting to:</b>	<b>The Headteacher</b>
<b>Working Time:</b>	<b>195 days per year. Full-time.</b>
<b>Salary/Grade:</b>	<b>L8 – L12</b>
<b>Disclosure level:</b>	<b>Enhanced</b>

<b>Purpose:</b>	<p>The Deputy Headteacher will carry out the professional duties of a teacher as well as those particularly assigned by the Headteacher. This person must:</p> <ul style="list-style-type: none"> <li>• Play a major role under the overall direction of the Headteacher in -           <ul style="list-style-type: none"> <li>(a) Formulating the aims and objectives of the school;</li> <li>(b) Establishing the policies through which they are to be achieved;</li> <li>(c) Managing staff and resources to that end;</li> <li>(d) Monitoring progress towards their achievement;</li> <li>(e) Report progress and evaluations to stakeholders.</li> </ul> </li> <li>• Undertake any professional duties of the Headteacher reasonably delegated by the Headteacher.</li> <li>• In the absence of the Headteacher, undertake the Headteacher’s professional duties to the extent required by the Headteacher or the relevant body.</li> </ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Work in partnership with the Headteacher and Senior Leadership Team to lead the implementation of the School Development Plan.</li> <li>• Act as the Headteacher in his/her absence.</li> <li>• Effectively line-manage specific colleagues, as identified in the staffing structure.</li> <li>• Act as an appraiser in the school’s appraisal process.</li> <li>• Coach and mentor colleagues.</li> <li>• In partnership with the other senior staff, monitor the quality of teaching and learning throughout the school.</li> <li>• Work as ‘Teaching and Learning Lead’ in the school</li> <li>• Maintain, analyse and act upon the school’s behaviour management and attendance systems.</li> <li>• In partnership with other school leaders, lead evaluation strategies to contribute to overall school self-evaluation.</li> <li>• Contribute to relevant sections of the self-evaluation form (SEF).</li> <li>• Maintain personal expertise and share this with other teachers, providing high quality coaching and mentoring where necessary.</li> <li>• Act as a role-model for good leadership, management, teaching, behaviour management and pastoral practice for colleagues, modelling effective strategies with them.</li> <li>• Establish clear expectations amongst colleagues and develop team working and an acceptance of accountability.</li> <li>• Rigorously monitor practice, including the adherence to set expectations, procedures and policies by staff.</li> <li>• Leading specific school improvement areas and taking on particular responsibilities, as directed by the Headteacher and through the School Development Plan.</li> <li>• Contributing to the leadership and management of the multi-academy trust.</li> </ul>

<b>Teaching Responsibilities:</b>	<p>A teacher (other than a Headteacher) may be required to undertake the following duties:</p> <p><b>Teaching</b></p> <ul style="list-style-type: none"><li>• Plan and teach lessons and sequences of lessons to the classes they are assigned to teach, within the context of the school's plans, curriculum and schemes of work.</li><li>• Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.</li><li>• Participate in arrangements for preparing pupils for external examinations.</li></ul> <p><b>Whole school organisation, strategy and development</b></p> <ul style="list-style-type: none"><li>• Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.</li><li>• Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.</li><li>• So far as practicable, teach any pupils where the person timetabled to take the class is not available to do so.</li></ul> <p><b>Health, safety and discipline</b></p> <ul style="list-style-type: none"><li>• Promote the safety and well-being of pupils.</li><li>• Maintain good order and discipline among pupils.</li></ul> <p><b>Management of staff and resources</b></p> <ul style="list-style-type: none"><li>• Direct and supervise support staff assigned to them and, where appropriate, other teachers.</li><li>• Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.</li><li>• Deploy resources delegated to them.</li></ul> <p><b>Professional development</b></p> <ul style="list-style-type: none"><li>• Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.</li><li>• Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.</li></ul> <p><b>Communication</b></p> <ul style="list-style-type: none"><li>• Communicate with pupils, parents and carers.</li><li>• Working with colleagues and other relevant professionals</li><li>• Collaborate and work with colleagues and other relevant professionals within and beyond the school.</li></ul>
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<b>Other Specific Duties:</b>
<ul style="list-style-type: none"><li>• To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.</li><li>• To support the school in meeting its legal requirements for worship.</li><li>• To promote actively the school's corporate policies.</li><li>• To continue personal development as agreed.</li><li>• To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.</li><li>• To undertake any other duty as specified by STPCD not mentioned in the above.</li></ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
<b>Other Specific Requirements:</b>
<ul style="list-style-type: none"><li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li><li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</li><li>• The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</li></ul>
<p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job, but will be commensurate with the salary and job title.</p>

Signed \_\_\_\_\_

Name \_\_\_\_\_

Headteacher

Signed \_\_\_\_\_

Name \_\_\_\_\_

Post-Holder

Date \_\_\_\_\_