



KEIR HARDIE PRIMARY SCHOOL

Deputy Head Teacher

Job Title:	Deputy Head Teacher
Pay Scale:	Leadership Group 9-15
Responsible to:	Head Teacher and the Governing Board
Supervisory Responsibilities	Middle Leaders
Purpose of Post and Context:	To assist the Head Teacher in managing and leading the strategic development and improvement of the school

PROTECTING OUR CHILDREN - SAFEGUARDING

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues both physically and mentally.

EQUAL OPPORTUNITIES

Our school policies outline the commitment of the staff and governors of Keir Hardie Primary School to ensure that equality of opportunity is available to all members of the school community.

Professional Duties and Responsibilities

In addition to carrying out the professional duties of a Deputy Head Teacher as outlined within the School Teachers Pay and Conditions Document including the conditions of employment for Deputy Head Teachers, it is expected that the Deputy Head Teacher at Keir Hardie Primary School will:

- Carry out the professional duties of a teacher as required

- Deputise for the Head Teacher in the event of foreseen and unforeseen absence, within an agreed framework for deputising arrangements
- Assist the Head Teacher and Governing Body in the formulating of the School's strategic vision, aims and objectives
- Assist the Head Teacher in the establishment of policies and practice which lead to the formulation and development of schools aims
- Assist the Head Teacher in the regular monitoring, evaluation and review of school improvement priorities as highlighted within the school's Self Evaluation Cycle.
- Joint Designated Safeguarding Lead
- Undertake any professional duties reasonably delegated by the Head Teacher
- Take a leading role in The School Improvement key priorities as highlighted in the SDP:
- Key priorities:
 - Teaching & Learning, raising standards
 - Monitoring and Self Evaluation
 - CPD-research based
 - Assist in the development of Middle Leaders

1. Shaping the Future

The Deputy Head Teacher is expected to:

- In partnership with the Head Teacher and Governors, establish and implement an ambitious vision and ethos for the future of the school
- Be a member of the School's Leadership Team and play a major role in the strategic planning, monitoring and development of quality provision within the school
- Play a leading role in the school improvement and school self-evaluation planning process
- Take a lead role in the monitoring, analysis and evaluation of information and data which supports the school's improvement objectives and targets
- Assist the Head Teacher in the day to day management and organisation of the school and take a leading role in daily policy and procedure development
- Take a lead role in the setting of Professional Development Sessions in line with the School Development Plan and Self Evaluation Cycle
- Devise, implement and monitor action plans and other policy developments
- In partnership with the Head Teacher, lead by example when implementing and managing change initiatives
- Ensure effective management, communication and organisation through the establishment of timetables and rotas

- Assist the Head Teacher in the management of school resources, including designated budgets, in accordance with the financial regulations of the school
- Assist the Head Teacher in the recruitment and management of staff and resources
- Lead by example to motivate and work with others
- Promote a culture of inclusion within the school community where all views are valued and taken in to account
- To monitor and evaluate the effectiveness of the schools assessment, teaching and learning policies

2. Leading Learning and Teaching

The Deputy Head Teacher is expected to:

- Be an outstanding role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- To assist the Head Teacher in creating a learning culture which enables pupils to become effective, enthusiastic, independent learners committed to life-long learning
- Coach and develop staff to maximise impact on effective teaching and learning.
- To cover classes within the framework of the school's cover arrangements, where a teacher is absent and, where relevant, provide cover information for other teachers in the event of known and foreseen absence(s)
- To teach designated pupils and/or class(es). This is to include planning, delivering and monitoring lessons, setting and marking work, including homework
- To ensure, in collaboration with subject leaders, that the school provides appropriate provision and makes arrangements for continuity and progression in the school curriculum
- 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 consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop and review the school's systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- 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
- To ensure, in collaboration with subject leaders, that the school provides appropriate provision and makes arrangements for continuity and progression in the school curriculum
- To lead and develop subject area/s which may be required by the school
- To assist in the monitoring, evaluation and review of curriculum areas

- To ensure effective transition through the establishment of appropriate targets and teaching and learning objectives between each year group
- To support the school's system for tracking pupil progress and carry out analysis of assessment information and data; ensuring that systems are reviewed on a regular basis

3 Developing self and others

The Deputy Head Teacher is expected to:

- To assist the Head Teacher in creating a school culture in which accountability for learning and teaching is maintained and staff feel motivated and inspired
- Support the development of collaborative approaches to learning within the school and beyond
- To ensure that pupils are encouraged to fulfil their potential through developing and maintaining a culture of high expectations
- Support the induction of staff new to the school and those being trained within the school
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the Head Teacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Act as a Team leader and assist in the implementation of the Appraisal Process (in accordance with the school's performance management framework for teaching and support staff) and where relevant provide training and continuing professional development
- To assist colleagues in pupil target setting and assessment of pupil attainment and achievement
- To facilitate the development of strategies which promote individual and team development and, in line with school monitoring procedures, carry out direct observation of teaching, learning and professional practice
- To ensure that high standards of behaviour are maintained through the establishment of appropriate strategies and consistent adherence to the School's Behaviour policy

4. Managing the organisation:

The Deputy Head Teacher is expected to:

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication

- Work with the Head Teacher to undertake key activities related to professional, personnel/HR issues
- Work with the Head Teacher to manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Work with Senior Leadership Team and the Pastoral and Attendance Manager to ensure a consistent approach to attendance and punctuality are implemented across the school
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate

5. Securing Accountability

The Deputy Head Teacher is expected to:

- To assist the Head Teacher in developing and maintaining strategies which encourage parents and carers to support their children's learning
- To work with the Governing Body, where appropriate, in the development of the schools aims and objectives
- Lead and support the staff and Governing Body in fulfilling their responsibilities with regard to the school's performance and standards
- Support the Head Teacher in reporting the school's performance to its community and partners – particularly via the use of the School website
- To monitor use of the School's Pupil Premium allocation and report on its impact to the Leadership Team, Governors, parents and other stakeholders as required

6. Strengthening the Community

The Deputy Head Teacher is expected to:

- Work with the Head Teacher in ensuring that the school has effective and positive links with the local community
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well being of pupils
- Work with 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
- Promote positive relationships and work with colleagues in other schools and external agencies
- To work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and

anti-discriminatory behaviours

- To take appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and where appropriate in off-site school activities
- To undertake any other areas of responsibility / tasks, which are deemed to be appropriate to the role of Deputy Head Teacher, and delegated by the Head Teacher

This job description may be amended at any time after discussion with you but will be reviewed annually during the academic year and appropriate changes made if necessary.

Deputy Head:

Date:

Head Teacher:

Date: