

Stillness Infant School

Deputy Headteacher

Job Description

Job title	Deputy Headteacher
Salary and grade:	L10-L14
School:	Stillness Infant School
Line manager:	Headteacher

Core purpose of the job of Deputy Headteacher:

- To assist the Headteacher (HT) in the management of the school in all its aspects, ensuring that the children receive the highest possible quality of education
- To lead the school in the absence of the HT
- To play a *significant* role in both curriculum and staff development
- To assist the HT in the effective monitoring and evaluation of the quality of teaching and learning with the aim of raising standards of achievement
- To demonstrate high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the HT and Governing Body

In order to achieve this, they will:

- Secure the commitment of all stakeholders towards the vision and direction of the school
- Deal sensitively with people, recognising individual needs and expertise to secure a consistent approach thus creating and upholding the school's positive ethos
- Lead regular teaching and learning with teaching and support staff to ensure continuity and progression in teaching and learning across the school
- Liaise effectively with individuals and teams to consistency of approach in teaching and learning across the school
- Provide guidance and support to staff in implementing schemes of work and assessing their effectiveness and impact on progress
- Form positive relationships with all stakeholders including parents, governors and the wider community
- Be a positive role model in all aspects of school life

Deputy Headteachers are required to carry out duties as set out in the current School Teachers Pay and Conditions document. This job description does not detract from any items in the aforementioned document.

Leadership

- To ensure excellence in all of the school's activities through an uncompromising drive to raise standards across the board
- To have the highest expectations of self and others and lead by example, basing actions on a clear understanding of the needs of the school
- To focus relentlessly on improving teaching and learning, resulting in teaching that is likely to be outstanding and at least consistently good

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- To ensure the school curriculum provides memorable experiences and rich opportunities for high quality learning, impacting positively on 'the whole child'
- To build upon the already successful partnership with parents / carers by ensuring strategies to involve them are effective and beneficial to all pupils
- To contribute to ensuring the school's arrangements for safeguarding pupils meet statutory requirements
- To work with the HT and SLT to establish priorities for school improvement, based on the outcomes of school self-evaluation and school improvement consultants.

Curriculum Development

- Provide an example outstanding classroom practice and inspire and motivate staff
- Work with the HT and SLT to secure and sustain high expectations and excellent practice in teaching and learning throughout the school through effective monitoring and evaluation
- To take a lead role in curriculum development, assisting curriculum leaders and helping them to be effective in their role
- To be prepared to take responsibility for an area of the curriculum / aspect of school life where necessary
- Ensure the curriculum is well-stimulated through the provision of high-quality enrichment and extra-curricular activities

Leading and Managing Staff

- Work with the HT to lead, motivate, support and challenge all staff, playing a significant role in staff development to ensure continued improvement of teaching and learning
- To participate in staff appointments and induction
- To oversee systems and procedures to ensure that communications in the school are effective and staff have access to appropriate documentation and/or resources, e.g. planning proformas, updated policies, etc
- To support the HT in implementing the Appraisal Policy
- To be an Appraisal Team Leader

Pastoral Care

- Provide support on effective and positive behaviour management of children within the agreed framework of the school
- To ensure the Behaviour Policy informs and reflects current school practice
- To provide advice and support to parents / carers about children's development and welfare
- To meet with parents / carers to discuss any concerns as required
- To support the HT in maintaining high standards of conduct and behaviour

Other Responsibilities

- To undertake training appropriate to the development needs of a Deputy Headteacher as identified through appraisal
- To lead school assemblies
- To support lunchtime supervision
- To carry out the responsibilities of a classroom teacher when undertaking the teaching of pupils
- To perform any reasonable duties as requested by the headteacher

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Note

This job description is not your contract of employment nor 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.

Signature of post holder:

Date: / /

Signature of headteacher:

Date: / /