



Heswall Primary School



JOB DESCRIPTION Deputy Headteacher

Job Title:	Deputy Headteacher
Location:	Heswall Primary School
Salary:	Leadership Scale L7-L11
Responsible To:	Headteacher
Contract Type:	Permanent, Full Time.
Role Summary:	
<p>Under the direction of the Headteacher, the Deputy Headteacher will take a major role in:</p> <ul style="list-style-type: none">Formulating the aims and objectives of the schoolEstablishing policies for achieving these aims and objectivesManaging staff and resources to that endMonitoring progress towards the achievement of the school's aims and objectives <p>They will also be a/the:</p> <ul style="list-style-type: none">Class Teacher (with management time and PPA)Member of the Senior Leadership TeamEco LeaderDeputy Designated Safeguarding LeadSubject Leader	
Reference Information	
<p>All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for working time and guaranteed planning, preparation and assessment time. Heswall Primary School complies with these requirements in order to make reasonable demands of teachers.</p> <p><u>Additionally, STPCD requires all teachers to be involved in:</u></p> <ul style="list-style-type: none">Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.Taking any such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.Co-ordinating and managing the work of other staff.Ensure that the agreed school safeguarding procedures are followed with regard to the safety of the people on site and the security of the building.Undertaking additional responsibilities which may be determined by the Headteacher.	
Main Duties	
Class Teacher	<ul style="list-style-type: none">To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.Excellent subject knowledge of the maths, reading and writing curriculum.Clear understanding of Assessment for Learning strategies and personalised learning.Promote a culture and practices that enables all pupils to access the curriculumHave ambitious expectations for all pupils.Make sure the school works effectively with parents, carers and professionals.
School Culture & Behaviour	<ul style="list-style-type: none">Create a culture where pupils experience a positive and enriching school lifeUphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and lifeEnsure a culture of staff professionalismEncourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school



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	<ul style="list-style-type: none">• Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy• Support the wellbeing of staff, pupils and families.
Leadership & Management	<ul style="list-style-type: none">• To set a professional example at the highest standard as a classroom practitioner and Subject Leader though: preparation, delivery and assessment; organisation and management of classroom and other resources; the identification of pupil needs and matching the activities and experiences to meet those needs.• Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community.• Establish and oversee systems, processes and policies so the school can operate effectively• To liaise with the Headteacher regularly.• To Liaise with the Curriculum Leader regularly.• To discuss, analyse and evaluate all aspects of school and support the Headteacher in formulating and compiling policy and in the general management of the school.• Manage staff well with due attention to workload.• Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.• To support the Headteacher with whole-school assessment requirements.• To deputise for the Headteacher whenever necessary, applying the same philosophy and standards in decision making if and when this becomes necessary.• To attend Senior Management Team meetings.• To attend all Full Governors' meetings.• To attend required MAT meetings e.g. DHT network meetings, Assessment Lead etc.• To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission and Vision Statements.• To participate in the selection and deployment of teaching staff of the school.• To contribute to the efficient organisation, management and supervision of school routines e.g. timetable reviews, drawing up rotas etc.• To take regular assemblies for the whole school.• To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.• To communicate daily and weekly events to all staff.• To be a Reviewer in the Performance Management (Professional Growth) process ensuring, along with the Headteacher and other Reviewers, that the management of the teacher performance is conducted in accordance with school policy.• Ensure staff have access to appropriate, high standard professional development opportunities.• Seek training and continuing professional development to meet needs.• Take active role in all staff meetings including leading them and facilitating others when necessary.
Curriculum and Assessment	<ul style="list-style-type: none">• To lead the development, organisation and implementation of the school's curriculum.• In partnership with the MAT, develop policies on curriculum and teaching and learning styles.• Ensuring that teaching and learning form a co-ordinated coherent curriculum for all pupils, including those with SEND.• Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents and to aid governors and trustees in their future management of the school.



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	<ul style="list-style-type: none">• Attending meetings and courses when appropriate.• Ensuring that all assessment programmes (mandatory and the school's) are effectively implemented.• To be fully aware of reporting systems used in school.• To work with MAT school improvement team, headteacher and other stakeholders to develop the curriculum effectively without overburdening the teaching staff.• To ensure all data is entered correctly and within a timely fashion on our Assessment Tracking Software (Insight)• To analyse the school data, spotting trends and patterns• To ensure the school website displays the curriculum effectively and liaise with all staff to ensure it is current.
Governance, Accountability & Working in Partnership	<ul style="list-style-type: none">• Understand and welcome the role of effective governance, including accepting responsibility.• Ensure that staff understand their professional responsibilities and are held to account.• Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.• Work successfully with other schools and organisations.• Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Signed..... (Teacher)

Signed..... (Headteacher)

Date.....

THIS JOB DESCRIPTION MAY BE REVIEWED AT THE END OF THE ACADEMIC YEAR OR EARLIER IF NECESSARY. IN ADDITION, IT MAY BE AMENDED AT ANY TIME AFTER CONSULTATION WITH YOU.