



## **SOUTH GROVE PRIMARY SCHOOL**

### **Deputy Head Teacher**

#### **Job Description**

This job description should be read alongside the range of duties and responsibilities of Deputy Head Teachers as set out in the relevant paragraphs of the current School Teacher's Pay and Conditions of Service Document

<b>Job Title</b>	Deputy Head Teacher
<b>Salary</b>	L8-12
<b>Area of Responsibility</b>	Day to day management and administration of the school site Deputy Designated Safeguarding Lead (DDSL) Community Cohesion Ethos/Behaviour/SMSC  <b>In addition:</b>  Key area of responsibility to be negotiated depending on experience but will be based within the Quality of Education and Personal Development
<b>Responsible to</b>	Head Teacher, Governing Body
<b>Direct Reports</b>	Teaching and Support Staff

#### **Core Purpose:**

The core purpose of the Deputy Head Teacher is to:

- Provide professional leadership in the management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.
- Play a lead role in establishing a culture that promotes excellence, equality and high expectations for all pupils.
- Be a leading professional in the school, accountable to the Head Teacher.
- Assist in providing vision, leadership and direction for the school and helps to ensure that it is managed to meet its aims and targets.
- Lead by example and will teach on a regular basis.
- Work alongside the Head Teacher and others, supporting evaluation of the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all and developing policies and practices.
- Take a shared responsibility for creating a productive learning environment which is engaging and fulfilling for all pupils.
- In the absence of the Head Teacher the Deputy Head Teacher will take full responsibility of the school.
- The Deputy Head Teacher will also support the Head Teacher in the following areas:

#### **Strategic direction and development of the school**

**The Deputy Head Teacher works with the Head Teacher and Governing Body to develop the strategic view for the school in the community.**

The Deputy Head Teacher will:

- In partnership with the Head Teacher and Governors establish, implement and communicate an ambitious vision and ethos to effect change for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- Act as a Deputy Designated Safeguarding Lead (DDSL) as part of the Safeguarding Team and work with others promoting safeguarding in the school
- In partnership with the Head Teacher, manage school resources



- Devise, implement and monitor action plans and other policy developments particularly in relation to whole school quality of education development
- Lead by example to motivate and work with others
- Lead the development and implementation of policy and practice for monitoring children's attainment, achievement and well-being which reflects the school's commitment to high achievement and personalising learning, consistent with school and national strategy
- Actively monitor and follow up the progress of children
- In partnership with the Head Teacher, lead by example when implementing and managing change initiatives
- Determine, monitor, evaluate and review school policies and practices, taking account of national, local, and school data, inspection and research findings
- Promote a culture of inclusion within the school community where all views are valued and taken into account
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties;
- Strengthen partnership and community working;
- Promote positive relationships and work with colleagues in other schools and external agencies;
- 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;
- Contribute to the effective organisational and administrative systems which support the aims of 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 for promoting and safeguarding the welfare of children and young people within the school;
- Take responsibility for other aspects of whole school leadership as negotiated with the Head Teacher.
- Maintain liaison and collaboration with Deputy Head Teachers of other local schools and officers of the LA, and be actively involved in the work of Waltham Forest to promote quality education in the authority.

## Leading Learning and Teaching

**The Deputy Head Teacher works with the Head Teacher and Governing Body to create and maintain an environment that promotes and secures quality teaching, effective learning, high standards of achievement and progress as well as positive relationships and behaviour.**

The Deputy Head Teacher will:

- Take a lead in School Improvement Plan initiatives in developing: standards of achievement in terms of curriculum, quality teaching and learning; positive relationships, personal development and ethos
- Demonstrating consistent establishment and application of all school policies, and providing an exemplar model of the application of policies and define curriculum content
- Interpret and present whole school attainment and progress data to identify patterns of underachievement and work with other leaders and teachers
- Take a lead in the assessment process and work with other leaders to challenge underperformance at all levels and provide support to improve performance
- Encourage and support the development of teachers practice in the assessment of children skills
- 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 children
- Working alongside the Head Teacher undertake lead role as overseeing Curriculum Leads
- As a lead practitioner take responsibility to support designated Year Teams
- Work with key staff associated with the enrichment opportunities (after school clubs, trips, special visits etc.) to plan the delivery of an appropriate enrichment curriculum for pupils
- Lead the development and delivery of continuous professional development and training and support for all staff
- Mentor and coach all staff in the development of identified areas of professional development
- Ensure by leading by example the active involvement of pupils and staff in their learning



- Use active Research and lead creative and imaginative ways of anticipating and solving problems and identifying opportunities that will enhance the quality of education for all learners;
- Monitor, evaluate and review quality of teaching standards, classroom practice and achievement of all children throughout the school and promote improvement, inclusion and adaptation
- Contribute to the leadership team in the development of a personalised learning culture
- Create and maintain an effective partnership with parents to improve pupil's achievement and personal and social development;
- Carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- Carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers and support staff (or for PPA purposes).

## **Leading and Managing Staff – Developing self and working with others**

**Working with the Head Teacher the Deputy Head Teacher will lead, motivate, support, challenge and develop staff to secure improvement.**

The Deputy Head Teacher will:

- Provide an exemplary professional role-model for all staff and pupils
- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- Plan, allocate, support and evaluate the work undertaken by teaching staff as groups, teams and individuals
- Promote and develop professional working relationships alongside the Head Teacher and colleagues in building effective staff teams
- Motivate and enable all staff to develop expertise in their respective roles through continuing professional development
- Take a lead role in Mentoring and Coaching alongside the Head Teacher
- Act as an induction co-ordinator for ECTs and have responsibility for students on teaching practice and those undertaking work experience and ITT, Child Care placements for work experience students as appropriate
- Participate in the recruitment and selection of teaching and support staff as required and to organise and support the induction of staff new to the school and those being trained within the school
- The development, organization and implementation of the school's curriculum and assessment systems, school policies on curriculum, teaching and learning styles, assessment, recording and reporting
- Work with the Head Teacher to raise standards through staff appraisal
- Ensure effective induction of new staff in line with school procedures
- Ensure the effective dissemination of information through agreed systems for internal communication
- Work with the Head Teacher to undertake key activities related to professional, personnel/HR issues
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organization and running of the school as appropriate
- 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 development plan and appraisal procedure
- Promote and protect the health, safety and welfare of pupils and staff
- Secure and allocate resources and deploy staff to support pupil achievement within the school
- Monitor and control the use of resources including financial.



## **Efficient and effective deployment of staff and resources – Managing the Organisation**

**Working with the Head Teacher the Deputy Head Teacher will contribute to the deployment of people and resources efficiently and effectively to meet the specific objectives of the SIP in order to raise attainment.**

The Deputy Head Teacher will:

- Work alongside the Head Teacher and Governing Body to enhance the positive partnership that exists between Governors, staff, pupils and parents, including attending Governing Body meetings (full and committees) as appropriate
- Assist the Head Teacher in the effective leadership and management of the school, in particular as a key participant member of the Leadership Team
- Work alongside the Head Teacher to manage the administration of the school, including budgeting and the allocation of finances and resources
- Work with Governors and the Head Teacher to recruit and appoint staff
- Support the Head Teacher to manage and organise accommodation efficiently and effectively to meet the needs of the curriculum and to ensure it fulfils health and safety regulations
- Assist in enabling the smooth day to day running of the school
- Be responsible for preparing timetables, assemblies and duty rotas and making necessary changes as appropriate
- Actively promote the alignment of practice in school with agreed policies to meet our stated aims
- Line Manage agreed teams and members of staff.

## **Securing Accountability**

**The Deputy Head Teacher will support the Head Teacher to account for the efficiency and effectiveness of the school to the Governors and others, including parents, staff, and the local community**

The Deputy Head Teacher will:

- Through a visible presence on a day-to-day basis and at school events, create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development;
- Attend Senior Leadership Team Meetings and Governor meetings when required to provide information and advice regarding specific areas of responsibility;
- Support in the development of and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers, LA, DfE and OFSTED, and the local community
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improving standards of achievement in order to achieve efficiency and value for money
- Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school
- Contribute to the establishment and monitoring of systems that keep parents well informed about the curriculum, children's achievements and progress and encourages parents/carers to make a contribution to achieving challenging targets for their children.
- Reflect on personal contribution to school achievements and take account of feedback from others;
- Fulfil all commitments arising from contractual accountability;
- Advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports.
- Assist liaison and co-operation with Authority officers and support services;
- Help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education;
- Assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development;
- Assist liaison with other professional bodies, agencies and services – in particular those associated with assessment and inclusion services and authority.



## Strengthening Community

**The Deputy Head Teacher will support the Head Teacher to develop stronger relationships with the community, to engage with the internal and external school community through collaboration and partnership**

- Develop and maintain positive links and relationships with the community, local organisations and employers;
- Promote a positive image of the school;
- Ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the culture, history, nature and resources of that community;
- Ensure that the community remains positive and aspirational for their young learners' outcomes.
- The Deputy Head Teacher will assist the Head Teacher to develop strong community links, support the development of the Extended School and Extra-Curricular Activities;
- Contribute to the organisation of the school's Network
- Liaise with other schools to share expertise and good practice both locally and nationally;
- Liaise with a range of external agencies and businesses.

## Safeguarding

- To act as a Deputy Designated Safeguarding Leader and attend relevant and updated training to support the school ensure that Child Protection systems and policies are compliant with National Standards and expectations;
- Ensure that the school plays a leading role in ensuring all pupils Safeguarding needs are met;

South Grove Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. Applicants' suitability to work with children and young people will form part of the selection process. Successful applicants will be required to complete an enhanced DBS disclosure.

## General

The school expects all its employees to have full commitment to the Council's Equal Opportunities Policy and acceptance of personal responsibility for its practical applications.

All employees are therefore required to comply with and promote the policy to ensure that discrimination is eliminated in the service of the authority.

Arrangements for Performance Management Development:

- Annual formal reviews will take place with the Head Teacher
- Regular ongoing reviews will also take place.

## Note

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 JOB DESCRIPTION IS SUBJECT TO ANNUAL REVIEW AND ALTERATIONS MAY BE NEGOTIATED TO REFLECT THE CHANGING NEEDS OF THE SCHOOL.**

**Signed:**

**Deputy Head Teacher**

**Head Teacher**

**Date:.....**

**Date:.....**