JOB DESCRIPTION

Plaistow Primary School and Children's Centre

Post: Deputy Head Teacher

Salary: Leadership scale L9 – L14

Line manager: Headteacher

Other: Full-Time

Purpose of the Job:

- To support the Headteacher in providing professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement
- To work openly and honestly with the Headteacher within an atmosphere of trust and confidentiality
- To deputise for the Headteacher in their absence as required
- To take a lead role in co-ordinating the day to day smooth management of the school, and communicating information to staff about day to day changes
- To work within the Senior Leadership Team on joint initiatives, and to take a lead role as required by the Headteacher in areas of school improvement
- To inspire, motivate and support colleagues, children, parents, and governors in creating a caring, creative, energising learning community

Professional Duties and Responsibilities

Leadership and Management

- To play a key part in the leadership of the school, providing educational vision and direction to secure the commitment of staff, parents and pupils
- To make a substantial contribution to the strategic direction of the school and the formulation of overall aims and objectives of the school, and policies for their implementation
- To take a lead role in the development of the curriculum, including the monitoring of teaching and learning
- To assist the Headteacher in the establishment and maintenance of good relationships through sound communication and consultation procedures within the whole school community
- To promote shared ownership of the school's inclusive ethos and the celebration of the diverse cultures in our school
- To promote and maintain positive links with parents, raising their awareness of the vital role they play as partners in the education of their children
- To work with other senior leaders in the promotion of positive behaviour management and act as a role model for promoting, implementing and reviewing positive behaviour strategies
- To assist the Headteacher in producing, implementing, monitoring and updating the School Improvement Plan and other key documents
- To attend meetings of the Governing body as a non-voting observer and to participate in Governor's sub committees

Assessment

- To develop and maintain whole school approach to assessment and target setting
- To analyse assessment data from a variety of sources to inform whole school planning and resourcing
- To present assessment data to a range of stakeholders
- To evaluate analysis of data to identify barriers to learning and suggest ways to address these
- To work with phase and core subject leaders to monitor the progress of pupils throughout the year, identifying gaps and any underachievement
- To work with the inclusion manager to organise and deliver intervention groups
- To co-ordinate formal and informal assessment arrangements
- To ensure assessment materials are ordered and stored securely
- To lead and conduct pupil progress review meetings across the school

Teaching and Learning

- To support raising achievement by being proactive in a coaching and mentoring role
- To take a lead role in the school's monitoring and evaluation processes, and ensure that monitoring and evaluation supports pupil achievement, taking action as necessary to raise attainment and improve pupil progress
- To co-ordinate school improvement plan processes and take a lead role in its implementation, review and evaluation
- To model and demonstrate best practice in the classroom that reflects the school's teaching and learning policy and adheres to the school's philosophy in the planning, teaching and evaluation of learning

Curriculum

- In partnership with the Headteacher, Leadership Team and curriculum leaders, to monitor the delivery of the curriculum and standards of attainment across the school, including monitoring progress towards the achievement of targets such as those outlined in the School Improvement Plan
- In partnership with the Headteacher, Leadership Team and curriculum leaders, to manage and support the professional development processes for staff, and to liaise with the LA and others on issues of professional development and curriculum support
- To manage the INSET programme and lead INSET as required

Staffing

- To take an active role in performance management as a team leader according to the procedures identified in the school policy
- To participate in the recruitment, appointment and induction of teaching and non-teaching staff
- To manage the support for, and mentoring of, NQTs, Schools Direct staff and others
- To organise and appoint supply cover for daily staff absence

Pastoral Care

- To act as one of the designated Child Protection Officers in the school
- To provide pastoral support for pupils, staff and parents

Organisation and Resources

- To work with the Headteacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based upon rigorous self-evaluation
- To devise new strategies and initiatives to support the school plan, and bid for financial support for projects and initiatives
- To ensure Health and Safety requirements are in place
- To organise and manage the extra-curricular activities in the school
- To plan and deliver high quality assemblies on a regular basis
- To take a lead role in organising whole school events such as sports days, school performances, parents' evenings, school reports to parents, school theme weeks, and school journeys
- In partnership with the Headteacher to ensure the maintenance of high standards of care for the school environment, including the grounds, building, furniture, equipment and learning materials

Miscellaneous

- To keep abreast of latest developments in education and take responsibility for own personal and professional development
- To undertake such responsibilities and duties as may be reasonably requested by the Headteacher

The range of professional duties and responsibilities for the Deputy Head Teacher is contained in the current School Teachers Pay and Conditions Document.

The above job description was agreed on _____ (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual performance management process.

Signature of the Post-holder: _____

Signature of Team Leader: _____