



# Fairfield Primary School

## Part of the Learning for Life Trust

### Deputy Headteacher - Job Description

#### Purpose

The overall purpose of the deputy headteacher lies in assisting the headteacher in managing, leading and developing the school in order to attain high standards of pupil achievement, behaviour and social development as well as the efficient and effective use of resources.

In the absence of the headteacher the deputy is expected to undertake the roles and responsibilities of the headteacher.

#### The roles, duties and responsibilities

##### 1. Class teacher responsibilities

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To 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.
- To be responsible for a specific class or age group of children (to be decided on appointment).

##### 2. Strategic direction and development of the school

It is the responsibility of the deputy headteacher to:

- Support the headteacher in formulating and implementing the policies and aims of the School through; managing staff and monitoring staff performance.
- Support and actively promote the vision, aims and ethos of the school by encouraging high expectations and levels of achievement throughout all aspects of school life.
- Support the inclusion of all children and their smooth transition between home and school, between all phases of education and to ensure continuous and consistent development in their learning.
- Make significant contributions to the formulation and implementation of the School Improvement Plan and to School Self Evaluation. This will include supporting colleagues in achieving school priorities and targets while monitoring progress towards them.
- Work closely with other members of the Leadership Team to monitor, evaluate and develop teaching and learning.
- Make significant contributions to supporting, encouraging and facilitating staff development, including the implementation of the Performance Management Policy.
- Provide creative and innovative ideas which support the development of the school in all aspects.

##### 3. Teaching and Learning

It is the duty of the deputy headteacher to:

- Act as a good role model for all staff by setting high personal standards of classroom practice; demonstrating the provision of a stimulating and challenging learning environment, which ensures effective learning and high standards of achievement, behaviour and social development for all children.
- In partnership with the headteacher, take a leading role in monitoring the quality of teaching and its impact on children's achievements across the school.
- Maintain an overview of the curriculum while working closely with the curriculum leaders to promote coherence and continuity.

##### 4. Pupil wellbeing

It is the responsibility of the deputy headteacher, in cooperation with the headteacher to:

- Be responsible for the welfare, safety and positive behaviour management of the children.
- Assist in organising for the provision of a stimulating, happy and well ordered learning environment throughout the school, thus encouraging children to develop positive attitudes, demonstrate independence and be enthusiastically involved in their learning.
- Actively promote the children's spiritual, moral and cultural development in the classroom, and through assemblies.
- To ensure, as designated safeguarding lead and in consultation with the headteacher, that staff are aware of the procedures to follow in cases of concern. As the occasion arises, implement the school's Child Protection Procedures and policies.

##### 5. Organisation and school management

The role of the deputy headteacher in school management and organisation is to:

- Work with the headteacher on the overall organisation and management of the staff and children and on the general conduct of the school.
- Participate in the selection and appointment of staff.
- Foster good communication within and beyond the school.
- Take and lead school assemblies as agreed with the headteacher.
- Keep abreast of the developments in education and take responsibility for own professional development.
- Promote the school's Equal Opportunities Policy, Race Equality Policy and Single Equality Scheme in all aspects of planning and development.
- Undertake such responsibilities as may be reasonably requested by the headteacher.
- Formulating the aims and objectives of the school and policies for their implementation.

## **6. Assessment and Evaluation**

The deputy headteacher's role in assessment and evaluation is to:

- Analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- Establish clear and agreed policies for assessing, recording and reporting on pupil achievement. To arrange and agree with staff on how this information is used to recognise achievement and assist pupils in setting targets for further improvement.
- Ensure that information about pupils' achievements in previous classes and schools is used effectively to secure good progress in the subject.
- Plan, manage and monitor the use of pupil premium funding effectively to improve outcomes for pupils for whom the pupil premium provides support.
- Track the impact of spending to evidence how the school's actions secure improvement in achievement
- Keep all stakeholders fully informed about the impact of the school's effective and efficient management of pupil premium funding
- Deploy allocated staff and resources appropriately to overcome barriers and ensure that learning is consistently good or better

## **7. Relations with parents and the wider community (Community Cohesion)**

The deputy headteacher will:

- Establish effective partnerships with parents to involve them in their child's learning and the life of the school, as well as providing information about curriculum, attainment, progress and targets.
- Develop effective links with the local community, in order to extend the subject, enhance teaching and develop the pupils' wider understanding.
- Communicate effectively, orally and in writing, with parents, governors, external agencies and the wider community.

## **8. Management of personal performance and development**

It is the deputy headteacher's responsibility to:

- Prioritise and manage time effectively, particularly in relation to balancing the demands made by teaching, subject management and leadership.
- Achieve challenging professional goals.
- Take responsibility for personal professional developments.

## **9. Managing and Developing Staff and other Adults**

It is the deputy headteacher's duty to:

- Establish clear expectations and constructive working relationships among staff, including through team working and mutual support; devolving responsibilities and delegating tasks while ensuring an acceptance of accountability.
- Appraise staff as required by the school policy on Performance Management and use this process to develop personal and professional effectiveness.
- Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to standards for Qualified Teacher Status, the Career Entry Profiles and standards for induction.
- Lead professional development through example and support, and co-ordinate the provision of high quality professional development by methods such as coaching and drawing on other expertise within the school.

This job description will be reviewed annually as part of performance management arrangements.