



THE
GILES NURSERY
AND
INFANTS'
SCHOOL



Headteacher : Mrs Rouane Mendel
Deputy Headteacher : Miss Lisa Hill

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JOB DESCRIPTION - Deputy Headteacher

Salary range: Leadership Scale – Points L5 – L9
Contract type: Permanent
Reporting to: Headteacher

Main purpose

- Under the direction of the Headteacher, formulate the aims and objectives of the school
- Undertake the professional duties of Deputy Headteacher reasonably delegated by the Headteacher
- Undertake the professional duties of Headteacher in the event of their absence
- Meet the expectations set out in the Headteachers' and Teachers' Standards
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD)

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key responsibilities:

Deputy Headteacher:

The Deputy Headteacher will have delegated responsibilities which are both school-wide and of considerable weight and will be in addition to carrying out the professional duties of a teacher.

- Managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement
- Provide leadership and management of teaching and learning throughout the school
- Take a lead role in monitoring and evaluating standards across the whole school, actively promoting effective teaching and learning practices
- Contribute significantly to the direction of the School Improvement Plan, taking account of the priorities of the school



- Work closely with the Headteacher to ensure that the school offers a high quality and engaging curriculum for its pupils
- Be an active participant of the schools' senior management team

Teaching and Learning:

- Be responsible for the quality of the teaching and learning of all assigned pupils
- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- Participate in arrangements for preparing pupils for examinations
- As Deputy Headteacher, work with the Headteacher to raise the standards of teaching, learning and attainment
- As Deputy Headteacher, lead a team through the school self-evaluation process
- As Deputy Headteacher, develop whole staff and individuals to enhance performance

Whole-school organisation, strategy and development:

- Ensuring the schools' vision is clearly articulated, understood and acted upon effectively by all
- Demonstrate the vision and values of the school in everyday work and practice
- Assist the Headteacher in the ongoing review of standards of leadership and teaching and learning, working with others on curriculum and/or pupil development to secure coordinated outcomes
- Create costed subject development plans which contribute positively to the achievement of the school development plan and which actively involves staff in its design and execution
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Working with colleagues and other relevant professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues.

Management of staff and resources:

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- Monitor quality and standards of resources delegated to them.

Professional development:

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and overall performance
- Where appropriate, take part in the appraisal and professional development of others.

Communication:

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.