



St. Mary's Church of England (VA) Primary School Job Description

Job Title:	Deputy Headteacher
Location:	St. Mary's Church of England (VA) Primary School
Salary Range:	ISR L3-7

1. CORE PURPOSE OF THE JOB

- To share in the leadership and management and the corporate responsibility of the school on a day-to-day basis.
- To deputise for the Headteacher in the event of her absence.
- To assist the Headteacher in determining general school policy and managing its implementation.
- To make a leading contribution to the school's monitoring and review processes for pupils' attainment and continuous school improvement.
- To lead the school in embedding clearly its vision, Christian values, ethos and ambitions.
- To take responsibility for the safeguarding and welfare of children and young persons.
- To lead and line manage teachers and support staff alongside the Headteacher.
- To lead teaching and learning alongside the Headteacher.

2. KEY AREAS OF RESPONSIBILITY

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. This job description should be read in conjunction with this. The areas set out below are in addition for the Deputy Headteacher, although may not be exhaustive:

Strategic direction and development of the school

- To help to formulate the vision, aims and objectives of the school and policies for their implementation.
- To lead the school in clearly articulating its Christian values and ethos, and translating these into daily life at St. Mary's.
- To keep up to date with current issues in teaching and learning and in school improvement and to share this with staff.
- To work in partnership with the Headteacher in the cycle of planning, implementation, review and evaluation of the School Improvement Plan.
- To monitor and evaluate the impact of the school's policies, practices, targets and priorities, identifying developments needed and work with the Headteacher to achieve them.

Teaching and Learning

- To be an outstanding classroom practitioner and provide an excellent role model to others as a class teacher.
- To play a major role in the development of high quality teaching and learning throughout the school.
- Provide exemplary coaching and mentoring to staff and students in order to develop high standards of teaching and curriculum delivery.
- To seek innovative ways of sharing good practice and ensuring dialogue about teaching and learning amongst school staff.
- To ensure curricular policy development, which is focussed on continuous improvement.
- To lead a core subject and lead other curriculum areas as needed.

Leadership and Management

- To share in the leadership of the school in the Leadership Team and to bring out the potential for leadership in others.
- To challenge and support all others in developing professionally, both formally and informally.
- To work with the Headteacher on appointing staff and the performance appraisal of staff.
- To ensure own continuing professional development.
- To deal promptly and effectively with any poor performance of staff, teams or pupils.
- Responsibility for promoting and safeguarding the welfare of pupils.
- To undertake, in the absence of the Headteacher, the professional duties of the Headteacher.
- To work with the Headteacher on the organisation and day to day running of the school and on the efficient management of school resources.
- To work with the Leadership Team to present an accurate and coherent account of the school's performance to a range of audiences, enabling them to play their part effectively.
- To be able to stimulate children and colleagues by a positive, active and supportive attitude.

Pastoral Care

- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them.
- Ensure that a high standard of care for all children is maintained.
- Continue to develop and maintain the Christian ethos of the school and provide educational vision by determining the values and standards of learning, behaviour and relationships.
- Ensure effective transition and progress of children from the end of Key Stage 1 into Key Stage 2, and from the end of Year 6 into Year 7.

Communication and Community Links

- To fully support the life and work of the school.
- To develop and maintain positive and effective relationships with parents, the local community and Governors.
- To develop and maintain links with the Diocese, Local Authority, and Advisory and Support Services.
- To provide information and objective advice and support to the Governing Body to enable it to meet its responsibilities.
- To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement.
- Nurture the school's close relationship with the church and to ensure the school is an integral part of the local community.

3. ACCOUNTABILITY

The Deputy Headteacher is directly responsible and accountable to the Headteacher and Governing Body.

You will be responsible and accountable to support, line manage and performance manage members of staff and share in the corporate responsibility of the school.

4. JOB ENTITLEMENTS

- 10% release time for Planning, Preparation and Assessment.
- Regular and dedicated non-contact time to undertake specific leadership duties.
- Access to training and staff development according to personal development needs and the needs of the school.
- Five days of high quality whole-school INSET
- Annual Performance Appraisal and reviews

REVIEW OF DUTIES

The job description will be reviewed at least annually as part of your performance appraisal.

Signed colleague Date

Signed Headteacher Date