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**Woolenwick Junior School**

**Deputy Head Job Description April 2024**

**Main Purposes:**

The Deputy Head, under the direction of the Headteacher, will take a major role in:

* 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.
* Deputising for the Headteacher in their absence (a professional expectation of Deputy Head under the School Teachers’ Pay and Conditions Document), as directed by the Governing Board.
* Meet the expectations set out in the Headteachers’ and Teachers’ standards.
* To undertake additional duties which are required from time to time to support the organisation and smooth running of the school.

**Leadership and management duties and responsibilities**

Under the direction of the Headteacher, the Deputy Head will:

* Leading and 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
* Strategic leadership of the curriculum
* Leading subjects with a strategic view to their improvement
* Contribute significantly to the direction of the School Development Plan, taking account of the priorities of the school
* Work closely with the Head teacher to ensure that the school offers a high quality and engaging curriculum for its pupils
* Be an active participant of the schools’ Senior Leadership Team
* Be responsible for drafting and updating key documentation for school improvement and school self-evaluation
* To make a positive contribution to staff morale
* Support with the day-to-day management and leadership of the school
* Communicate the school’s vision compellingly and support strategic leadership
* Organise and arrange daily supply and cover arrangements
* Organise and plan staff training termly
* Plan and organise school assembly rota
* Organise and oversee school timetables including PPA, Leadership time, ECT time and subject leader time
* Line manage all non SLT teaching staff.

**Teaching and Learning:**

* Be responsible for the quality of learning and teaching 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 Head teacher, work with the Head teacher and leadership team to raise the standards of teaching, learning and attainment
* As Deputy Head teacher, work with the Head teacher on the school self-evaluation process
* As Deputy Head teacher, develop whole staff and individuals to enhance performance
* Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.
* Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose.

**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
* Lead in partnership with the Headteacher the school’s culture and behaviour as part of the vision and values of the school
* Work collaboratively with 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 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 Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.

**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
* Part of the DSL team
* STEPs tutor trainer
* 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
* Lead the ECT programme and work collaboratively
* Professional Mentor for student teachers
* Associate member of the Governing Board
* Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
* Identify emerging talents, coaching current and aspiring leaders.

**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
* Hold all staff to account for their professional conduct and practice
* Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.

**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
* An active role take in the appraisal and professional development of others

**Communication:**

* Communicate effectively and positively with learners, parents/carers, colleagues, wider school community and governors
* Ensure that the website content is statutory and current
* Contribute to the school’s social media platforms
* Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils.

The Deputy Head will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

This job description may be amended at any time in consultation with the post-holder.

Last review date: April 2024

Next review date: April 2025

Headteacher’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post-holder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_