**JOB DESCRIPTION – FULL TIME DEPUTY HEAD TEACHER: PERMANENT**

This is full time, permanent senior post within the school’s structure which carries with it membership of the Senior Leadership Team.

**Reporting to**: Head Teacher and Governing Body

**Pay Scale:** LEADERSHIP GROUP L8 – 12 [negotiable, based on experience]

This Job Description may be amended at any time after consultation with the Deputy Head Teacher and should be read alongside the range of duties set out in the Teachers Pay and Conditions Document, a copy of which is kept in the School Office. All teachers are expected to meet the requirements of the current Teacher Standards.

**Main Purpose**

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

* Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives
* If the Head Teacher is absent, the Deputy Head Teacher will deputise, as directed by the Governing Body. The Deputy Head Teacher will also be expected to fulfil the professional responsibilities of a Head Teacher, as set out in the School Teachers’ Pay and Conditions Document (STPCD).

**Duties and Responsibilities**

**Qualities and Knowledge**

Under the direction of the Head Teacher:

* Support with the day-to-day management of the school
* Communicate the school’s vision compellingly and support strategic leadership
* Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
* Build positive relationships with all members of the school community, showing positive attitudes to them
* Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
* Work with political and financial astuteness, translating policy into the school’s context
* Seek training and continuing professional development to meet own needs
* Underpin new initiatives and developments with sound research and evidence

**Pupils and Staff**

Under the direction of the Head Teacher:

* Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
* Ensure excellent teaching in the school, including through training and development for staff
* Establish a culture of ‘open classrooms’ as a basis for sharing best practice
* 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
* Hold all staff to account for their professional conduct and practice

**Systems and Processes**

Under the direction of the Head Teacher:

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
* Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
* Work with the Governing Body as appropriate
* Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
* Support distribution of leadership throughout the school
* To facilitate the effective induction of new staff, supply teachers and support staff within the Inclusion Team

**The Self-Improving School System**

Under the direction of the Head Teacher:

* Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
* Develop effective relationships with fellow professionals
* Model entrepreneurial and innovative approaches to school improvement and leadership
* Inspire and influence others to believe in the fundamental importance of education in young people’s lives and to promote the value of education

**Other Areas of Responsibility**

* The Deputy Head Teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct
* The post holder may be required to undertake other duties appropriate to the level of the role, as directed by the Head Teacher