Job Description
Deputy Headteacher

Responsible to: Headteacher

Accountability:

- To work in partnership with the Headteacher and Senior Leadership Team by providing professional leadership and management to secure high-quality teaching, high levels of learning and achievement and an exceptionally positive climate for learning.
- To be ready to deputise for the Headteacher at any time.
- To be an excellent and adaptable teacher who is an example of good practice, sets high standards and creates positive collaborative relationships across the whole school community.
- To support the aims and ethos of the school.

Strategic Direction and Whole School Improvement	• To work with the Headteacher in drawing up the School Development Plan in consultation with teaching, non-teaching staff and governors. • Work with the Senior Leadership Team to communicate, review and monitor the progress of the current School Improvement Plan. • Work with the Headteacher on school self-evaluation. This will involve identifying areas for improvement from school data and incorporating these into action plans. • Lead the strategic vision for at least two whole school initiatives, playing an instrumental role in planning for continual improvement • Discuss issues to be considered for the formulation of the school's delegated budget and highlight resources needed to meet the pupils' needs effectively • To manage and develop the school's attendance and lateness policy
Leadership and Management	• Support the Headteacher in maintaining a collaborative learning ethos and supportive relationships with the school community. • Establish and maintain open and positive partnerships both within and outside of the school community. • Take a lead role in assisting the Headteacher in the implementation of the schools policies and procedures. • Take an active role in the recruitment, induction and mentoring of support staff. • Identify and support the professional development needs of all staff, including newly qualified teachers, ITT students and support staff • To be aware of local and national government initiatives and to

	explore Allfarthing's involvement. • Assess and review children's progress towards outcomes. • Lead pupil progress meetings • Collect and interpret assessment data gathered on pupils and use to inform practice and analyse data to identify trends. • To lead other members of the SLT in carrying out performance management • To carry out the duties of a Designated Safeguarding Lead.
Operational Management	• Meet regularly with the Headteacher in order to share information and maintain collaboration about the whole school. • To be a constant presence around the school and available for staff • Be responsible for timetables and cover • To be the schools Educational Visits Co-ordinator • To take assembly on a regular basis. • To attend governors meetings as and when appropriate. • Contribute to the effective organisational and administrative systems which support the aims of the school. • Plan and organise statutory and internal assessment processes. • Co-ordinate provision for children eligible for Pupil Premium. • To monitor and act accordingly on school attendance • Lead INSET where appropriate • To work with the administration team to organise and promote the after school clubs that are a major part of life at Allfarthing.
Teaching and Learning	• To work in partnership with the Senior Leadership Team in implementing, supporting and developing the whole school curriculum so that effective teaching, learning and assessment take place. • Ensure assessment systems are in place and used consistently across the school to promote effective teaching and learning through the tracking of pupil progress. • Contribute to the establishment of school policies and procedures which promote effective professional practice and define curriculum content. • Work with pupils, class teachers, subject and phase leaders to ensure the curriculum, teaching and learning environment promotes high expectations and excellent outcomes. • Oversee and monitor the quality of Teaching and Learning across the school. Undertake such other duties that may be required from time to time at the request of the Headteacher

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