

# John Burns Primary School

## Job Description

Deputy Head teacher

L9-L13



This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually.

### Areas of Responsibility and Key Tasks

- To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- Undertake the professional duties of the Deputy Headteacher reasonably delegated by the Headteacher.
- Deputise for the Headteacher in his absence.
- In partnership with the Headteacher and the Senior Leadership Team, provide professional leadership and management of Teaching and Learning throughout the school.
- To provide professional leadership and management of School Development priorities.
- To work in partnership with the Headteacher to ensure that policy and procedures for all educational visits, including residential trips, are followed.
- Working in accordance with the values, culture, ethos, equal opportunities and proactively promote anti-racist, anti-sexist and anti-discriminatory behaviours.

### Performance Management

- To undertake the line management of designated staff, which will include annual Performance Management, in accordance with the school's management framework for teaching and support staff, and direct observation of teaching, learning and professional practice, training and continuing professional development, setting and agreeing targets linked to school development plan priorities with the Headteacher.

### Strategic Direction/Shaping the Future

- Support the Headteacher in:
  - Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
  - Demonstrating the vision and values of the school in everyday work and practice.
  - Motivating and working with others to create a shared culture and positive climate.

- Assist the Headteacher in the ongoing and annual review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of school provision.
- Work in partnership with the Headteacher in preparing, monitoring, implementing and reviewing the School Improvement and Development Plan and School Self Evaluation Document.
- Lead in the design and implementation of the curriculum which meets the requirements of the National Curriculum and current educational initiatives, but also inspires and engages all pupils and offers opportunities over and above the National Curriculum.
- Create costed subject development plans which contribute positively to the achievement of the School Development Plan and which actively involves all staff in its design and execution.
- Develop and implement policies and practices for the subject/area(s) which reflects the school's commitment to high achievement and is consistent with national and local strategies and policies.
- Alongside the Headteacher, ensure any Ofsted recommendations are full implemented.
- Promote high expectations for attainment.
- Establish short, medium and long-term plans for the development and resourcing for specific areas of responsibility.
- Monitor the progress made in achieving subject/area plans and targets, and evaluate the effect on teaching and learning.
- Work with outside agencies and stakeholders to inform future action.

### **Leading Learning and Teaching, Developing and Enhancing the Teaching Practice of Others**

- Work with the Headteacher to raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in tangible impact on pupils learning.
- Develop whole staff, phase teams and individuals to enhance performance:
  - Undertake coaching and mentoring
  - Plan, organise and deliver staff meetings, where necessary bringing in outside speakers
  - Keep abreast of the latest developments in the area and disseminate effectively to other members of staff
- Plan, delegate and evaluate work carried out by team(s) and individuals.
- Create, maintain and enhance effective relationships.
- Be the school link person for teacher training and oversee the induction of teacher trainees in school.

### **Securing Accountability**

- Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors and the DfE; ensuring that pupils enjoy and benefit from a high-quality education, for promoting collective responsibility within the whole school community.

- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.
- Agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets.
- Engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans which encapsulate key school learning strategies.
- Provide guidance on a choice of teaching and learning methods/strategies
  - Coach and mentor
  - Model and demonstrate outstanding teaching
  - Act as a consultant for other staff
  - Understand shared planning, team teaching, etc
- Develop and implement systems for recording pupil progress.
- Evaluate the quality of teaching and standards of achievement, setting targets for improvement.

### **Resource Management**

- To participate in recruitment and selection of teaching and support staff as agreed by the Headteacher.
- Work with the Headteacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation.
- Work with the Headteacher to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.
- To oversee the timetabling of regular school activities such as playground rotas, assembly rotas, hall use, classroom timetables and visitors to the school, through close communication with the Headteacher.
- Oversee and evaluate the subject/area budget allocation to ensure the budget is spent in line with subject/area learning priorities and best value principles.
- Secure and allocate resources to support effective learning and teaching within the subject area(s).
- Monitor and control the use of resources and budget according to the school's agreed financial procedures.

### **Developing Self and Working with Others**

- Work with the Headteacher to build a professional learning community which enables others to achieve.
- Support staff in achieving high standards through effective continuing professional

development.

- Lead and assist staff in the administration of SEND processes and procedures, ensuring a fully inclusive approach.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and others.
- Manage own workload and that of others to allow an appropriate work life balance.
- Regularly review own practice, set personal targets and take responsibility for own professional development.

### **Strengthening Community**

- Work with the Headteacher to engage with the internal and external school community to secure equity and entitlement.
- Build a collaborative learning culture within the school and actively engage with other schools to develop effective learning communities to bring positive benefits to their own and other schools.
- Work with the Headteacher to work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

### **Specific Duties for Deputy Headteacher**

- To provide professional leadership and management of a key area(s) of the School Improvement and Development Plan as agreed, on an annual basis, with the Headteacher.
- To improve the behaviour of pupils by providing a proactive approach and immediate response to any behavioural issues.
- To act as a deputy designated safeguarding lead (DDSL).
- To take an active role in the School's Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of teaching and achievement for all pupils.
- To teach a class or group as required by the Headteacher.
- To lead the Performance Management of a group of teachers.
- To be responsible for the induction arrangements for newly qualified teachers and staff new to the school.
- To identify and pursue leadership and management development opportunities (to be agreed and negotiated with the Headteacher).
- To show a commitment towards the development and implementation of school policies, e.g. Assessment, Behaviour and Equal Opportunity.
- To take a leading role in the school council.
- When called upon, be the investigating officer in any staff disciplinary investigation.
- To lead whole school assemblies.
- Ensure the smooth running of all school events, such as Prize Giving, Open Days and Parents' Evenings.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not all be detailed above.

Date: March 2019

*John Burns Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.*