**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 in order 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 |