**Sheringdale Primary School**



**Deputy Headteacher**

**Job description**

1. To carry out the professional duties of a Deputy Headteacher as specified in the most recent Schoolteachers’ Pay and Conditions document.
2. To be an exemplary teacher, providing a model for other staff in teaching, classroom organisation and assessment. To promote quality teaching and learning throughout the school.
3. To ensure high standards are achieved across the school in teaching learning and assessment.
4. To support the Headteacher in the effective running of the school
5. To lead on the organisation of professional development for all staff.
6. To deputise for the Headteacher in her absence.
7. To participate fully in the life of the school, including all out of school hours activities.
8. To assist the Headteacher in developing, implementing and evaluating the School Improvement Plan and SEF.
9. To take an influential role in the school leadership and school improvement teams; contributing to both the strategic planning and monitoring.
10. To take a lead on agreed areas of the School Improvement Plan.
11. To lead and report to the Headteacher on monitoring whole school planning, assessment, record keeping and data analysis.
12. To lead and report to the Headteacher on managing the review cycle of school policies and act as a role model in the implementation of these policies.
13. Jointly with the Headteacher, to be responsible for the implementation of performance management for all staff. To line manage staff directly.
14. In liaison with the Headteacher, to be responsible for organising and managing acts of collective worship and assemblies.
15. In liaison with the Headteacher, to be responsible for the time-tabling of teaching and support staff and the use of accommodation.
16. To work alongside class teachers to identify groups of underachieving pupils and plan and implement intervention strategies and allocate resources as appropriate.
17. To teach groups/classes of children.
18. To take a key role in developing sound procedures for managing behaviour.
19. To take a lead on the continued development, implementation and monitoring of the curriculum.
20. To foster good relationships with parents, pupils and the local community in partnership with the Head teacher.
21. To have a key role in ensuring Child Protection
22. To take on any other reasonable teaching and leadership responsibilities as required by the Headteacher.

This job description will be reviewed as required by the organisation and negotiated changes may be made to reflect the needs of the school and/or the school improvement plan.