



Job Description

SCHOOL	Sedlescombe Church of England Primary School
POST	Deputy Headteacher
PAY RANGE	Leadership Scale L2 to L6
PURPOSE OF ROLE	<p>To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.</p> <p>To assist the Headteacher in the effective running of the school ensuring the best possible outcomes for all learners.</p> <p>To manage and lead the school effectively in the absence of the Headteacher.</p>

In co-operation with, and under the direction of the Headteacher to carry out the following areas of responsibility and key tasks:

Strategic Direction and Development of the School

- Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement
- Support in the creation and implementation of the school improvement plan and to take responsibility for appropriately delegated aspects of it
- Support and lead all staff in achieving the priorities and targets of the school, monitor the progress, and take appropriate action to address and improve weaknesses
- Support and lead the evaluation of the effectiveness of the school's policies and developments, identify areas for improvement and take action as necessary
- Ensure that parents are kept well-informed about the school curriculum, targets, children's progress and attainment

Teaching and Learning

- Help develop classroom environments and teaching practices which secure effective learning across the breadth of the National Curriculum and provide a model, clearly demonstrating exemplary teaching, classroom organisation and display and high standards of achievement, behaviour and discipline
- To be able to deliver high quality maths lessons using the Maths Mastery Approach
- Take responsibility for the development and monitoring of teaching and learning across the school

- Take responsibility for a core curriculum area and assessment throughout the whole school
- Support the headteacher in the monitoring of the quality of teaching and children's achievements across the whole school including the analysis of performance data

LEADING and MANAGING STAFF

- Support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation
- Lead groups of staff in developmental activities and evaluate outcomes; to include leading staff meetings, INSET days and team meetings
- Support the Headteacher and be involved in the implementation of the school's appraisal policy and use the process to develop personal and professional effectiveness
- Assist the Headteacher with the induction and mentoring of new staff, including NQTs, student teachers and work experience students

EFFECTIVE DEPLOYMENT of STAFF and RESOURCES

- Support the Headteacher in the recruitment, deployment and development of staff to make most effective use of their skills, expertise and experience
- Manage the school effectively in the absence of the Headteacher
- Work with the Headteacher, bursar and governors in establishing priorities for expenditure and in monitoring the effectiveness of spending and the usage of resources

SPECIFIC RESPONSIBILITIES

- Take on specific tasks related to the day to day administration and organisation of the school including timetables and rotas
- Keep up to date with current safeguarding procedures and act as Deputy Safeguarding Lead (DSL)
- To conduct regular acts of worship and assist the Headteacher with the Collective Worship Overview and themes
- To be Subject Leader for a core subject
- Take overall responsibility for assessment procedures and practice across the school
- To engage in appropriate training opportunities to promote professional effectiveness in this role and future career
- Contribute to whole school, Key Stage and PTA activities and events
- Take on any additional responsibilities which might from time to time be required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Deputy Headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than headteachers' contained within Parts XI and XII of the School Teachers' Pay & Conditions Document.

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

Signed: _____ Deputy Headteacher Date: _____

Signed: _____ Headteacher Date: _____