



Deputy Head Teacher: Job Description

Our School Aims.

Ward End Primary is a Reading School.

We are Global Citizens within a World Class School.

We have high standards of attendance and punctuality.

Family, community and character education are at the heart of all we do.

Our pupils are well prepared for Key Stage 3 and beyond.

Our motto:

Confident communicators, Independent and Proud.

Ward End 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. The successful candidate will be required to apply for Enhanced Disclosure from the Disclosure and Barring Service. Observance of the City Council's Equal Opportunities policy will be required

INTRODUCTION

Post title:	Deputy head teacher
Salary/grade:	Leadership scale – range 16 – 20
Responsible to:	Head teacher

JOB PURPOSE

The Deputy Head Teacher will be responsible for working with and supporting the Head Teacher on all key areas of School Improvement.

Specifically the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

- Working with the Head Teacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context. *Developing a World Class School at Ward End.*
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism at all times.
- Publicly supporting all decisions of the Head Teacher and governing body.
- Setting an example of high standards of leadership, to the Assistant Headteacher team of staff.
- Delegated Leadership the following areas:

1. Whole school assessment and moderation, both internal and external reports, including transition-all phases.
2. Analysis and report on Pupil premium achievement within the above (1) action planning as a result to ensure good standards are achieved by all and the pupil premium attainment gap closes.
3. Be lead DSL for WEPS. Keep updated in all matters of Safeguarding.
4. Lead a strategic area of School Improvement.

TEACHING AND LEARNING

- Providing an example of “excellence” as a leading classroom practitioner and inspiring and motivating other staff. Ensure teaching is underpinned by subject expertise.
- Working with the Senior Leadership Team and Head Teacher to sustain high expectation and excellent practice in teaching and learning throughout the school. Research evidenced based School Improvement. Pupils are well prepared for KS3 and beyond.
- Monitor and evaluate the quality of teaching and standards of pupil’s achievement and use benchmarks and set targets for improvement and strategies for long term success.
- To be involved in Team teaching with other members of staff to raise pupil’s standards of achievement and to evaluate & improve practice.
- Oversee the leadership of a Phase and set an example of good practice to all other phase leaders.
- Support Inclusion team to promote an outstanding culture and practice that enables all pupils to be successful, promoting and supporting ambitious expectations for all SEND pupils.
- Keep Safeguarding as your highest priority following all policies and procedures as expected.

LEADING AND MANAGING STAFF

- Working with the Head Teacher and AHT team to lead, motivate, support, challenge and develop all staff to secure continual improvement including own continual professional development
- To lead in Performance Management of staff and to be responsible for ECT assessments and induction of staff at all levels, as required
- To support Assistant Head Teachers in the training and development of Teaching Assistants and Learning Mentors etc.
- Take a lead role in encouraging outstanding standards of personal development and behaviour from all pupils, towards schools aims and values.
- Identify any barriers to school effectiveness and develop strategies that are realistic and evidence based to ensure success. *Family, community and character are at the heart of all we do.*

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- In consultation with and by the direction of the Head Teacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school’s plan and financial context i.e. cover supervision timetables, supply staff and Teaching Assistant’s timetables and deployment.
- Keep up to date with developments in education and share with SMT group, and staff.
- Maintain and grow good relationships with key partners outside school.
- Promote Ward End Primary School- as a Reading School and Outward Facing School.

ACCOUNTABILITY

- Supporting the Head teacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders. Attend GB meetings.

SPECIFIC DUTIES

- Deputise for the Head Teacher in their absence.
- Take a major role both Leadership of school and the day-to-day running of the school including managing aspects of attendance – as delegated and setting a high standard for others.
- Contribute to a positive ethos for learning, furthering pupil's Independence.
- Providing an exciting, stimulating and creative curriculum, by working with post holder group, promoting Oracy (*confident communicators*) as a key SI driver.
- Promote the values and achievements of the school to the community & within school.
- To assist in managing the schools' lunchtime arrangement along with other senior teachers
- Assist with the appointment and induction of new staff and provide monitoring and support for ECT's and students as necessary. Assist in BCC absence management policy.
- Assist in the preparation, implementation and monitoring of the School Improvement Plan
- Undertake such reasonable activities as the Head Teacher and governors may require.
- To promote fundamental British Values, as part of the Spiritual, Moral, Social and Cultural Curriculum.
- Create and maintain an effective partnership with parents to support and improve pupil's achievement and personal development towards a World Class School philosophy.
- Commit to applying rigour to safeguarding as lead DSL, manage procedural implementation to promote the continued welfare of child, as outlined in the school's Safeguarding Policy, DFE Keeping Children Safe in Education.

CONDITIONS OF EMPLOYMENT

This job description is to be performed in accordance with the provisions of the School Teacher's Pay & Conditions document and the range of teachers' duties set out therein. This responsibility is in addition to the standard scale job description for all teachers at our school and any other accepted areas of responsibility

SIGNATURES:

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed.....(DHT)

Dated.....(DHT)