

# REDWOOD PRIMARY SCHOOL

## Job Description – Deputy Head



### **Terms and Conditions of Employment**

The post holder is required to carry out the professional duties of a teacher as set out in the School Teachers Pay and Conditions Document and to meet the Department for Education 'Teachers' Standards Effective from 1<sup>st</sup> September 2012'. Additionally, the post holder will be expected to follow the school's policies as ratified by the Governing Body, and School procedures and practices as specified by the Headteacher.

### **Accountable to**

The Headteacher and the Governing Body.

### **Responsibilities:**

As detailed in the Main Scale Teacher job description, plus those additional responsibilities listed below.

#### **1. Strategic direction and development of the school – in co-operation with and under the direction of the Headteacher to:**

- Support the vision, ethos and policies of the school and promote high levels of achievement
- To take responsibility for staff development and support the creation and implementation of the School Improvement Plan within the National and Local Context
- Support all staff in achieving the priorities and targets which the school sets for itself and to provide them with support and guidance in implementing schemes of work
- Support the evaluation of the effectiveness of the school's policies and developments
- Ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement

#### **2. Teaching and Learning to:**

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and provide a professional model, clearly demonstrating effective teaching, classroom organisation and display high standards of achievement, behaviour and discipline
- To take responsibility for the development and monitoring of a curriculum area or whole school curriculum aspects as agreed from time to time.
- Support the Headteacher in the self-evaluation of the school together with the monitoring of the quality of teaching and children's achievement including the analysis of performance data

- Support the Headteacher in developing links with parents, other schools and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development

### **3. Leading and Managing Staff to:**

- Promote a positive attitude within school, ensuring all staff have a clear understanding of the school's policies and procedures on Emotional Health and Wellbeing and leading by example wherever possible.
- 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, delegate appropriately and evaluate outcomes
- Support the Headteacher in the implementation of the school's Performance Management Policy and to take on the role as a Team Leader

### **4. Effective Deployment of Staff and Resources to:**

- Support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities
- Manage the school effectively in the absence of the Headteacher
- Support the Headteacher in the management and organisation of relevant groupings of children to ensure the effective teaching and learning takes place and that children's personal development needs are met
- Work with the Headteacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money

### **5. General to:**

- Act as a "critical friend" and provide effective professional challenge and support to the Headteacher
- Provide information and advice to the Headteacher and Governing body and support proper accountability processes throughout the school

### **6. Specific Responsibilities to: (to be agreed based on experience of successful candidate)**

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