



## DEPUTY HEADTEACHER JOB DESCRIPTION

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### **SHAPING THE FUTURE**

The strategic direction and development of our school stems from the school vision and School Development Plan.

#### **Main Tasks / Actions**

To work with the headteacher:

- ❖ To ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- ❖ To have a 'can do' attitude that brings energy and enthusiasm to the post and is a positive role model for other staff in school.
- ❖ To contribute to a positive, supportive and challenging partnership that enhances the strategic development of the school.
- ❖ To work within the school and community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- ❖ To demonstrate the vision and values in everyday work and practice.
- ❖ To motivate and work with others to create a shared, forward-looking culture and positive climate.
- ❖ To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.

### **LEADING LEARNING AND TEACHING**

In our school the search for excellence is given expression in learning and teaching which responds to the needs and aspirations of its pupils and acknowledges their individual skills and abilities. The deputy headteacher works with the head teacher to secure and sustain effective learning and teaching throughout the school.

#### **Main Tasks / Actions:**

To work with the headteacher:

- ❖ To ensure a realistic consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- ❖ To ensure that learning and teaching is at the centre of strategic planning and resource management.
- ❖ To establish creative, responsive and effective approaches to learning and teaching in line with the school's vision and aims
- ❖ To be a high quality, reflective practitioner with the capacity to support others in the development of their learning and teaching.

- ❖ To ensure a culture and ethos of challenge and support where we believe all pupils can achieve success and become engaged in their own learning.
- ❖ To demonstrate that learning is not a fixed quality.
- ❖ To demonstrate and articulate high expectations and set realistic, obtainable targets for the whole school community.
- ❖ To implement school strategies which secure high standards of behaviour and attendance.
- ❖ To determine, organise and implement a diverse and flexible curriculum and implement an effective assessment framework.
- ❖ To lead computing across the school developing a forward looking approach to the knowledge and skills children will need in the 21<sup>st</sup> century.
- ❖ To take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.
- ❖ To monitor, evaluate and review classroom practice and promote improvement strategies.
- ❖ To challenge underperformance at all levels and ensure effective corrective action and follow-up.

## **DEVELOPING SELF AND WORKING WITH OTHERS**

In our school the role of the headteacher and deputy headteacher is one of leading a learning community. Leaders should model learning, show awareness of their impact on others, acting as enablers.

### **Main Tasks / Actions**

To work with the headteacher:

- ❖ To treat all people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- ❖ To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- ❖ To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- ❖ To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- ❖ To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- ❖ To develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- ❖ To regularly review own practice, set personal targets and takes responsibility for own personal development.
- ❖ To continue the development of parent/community partnerships that impact on school experience, learning and achievement.
- ❖ To safeguard and encourage self and staff colleagues to achieve and retain a healthy work life balance in their professional and personal lives.

## **MANAGING THE ORGANISATION**

The deputy headteacher must have sufficient understanding of the school's needs and strategic direction to effectively lead the school in the absence of the headteacher.

### **Main Tasks/Actions**

To work with the headteacher:

- ❖ To create an organisational structure which enables the management systems, structures and processes to work effectively in line with legal requirements.
- ❖ To produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities.
- ❖ To manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- ❖ To recruit, retain and deploy staff appropriately and manage their workload to realistically achieve the vision and goals of the school.
- ❖ To hold a secure understanding of the use of national and local performance data in analysing our school's performance.
- ❖ To implement successful performance management processes with staff as directed by the Head Teacher.
- ❖ To consider school issues from a range of perspectives and make good judgements.
- ❖ To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health & safety regulations.
- ❖ To lead the school in the absence of the head teacher.

## **SECURING ACCOUNTABILITY**

In our school, the headteacher supports the Governing Body in fulfilling its responsibilities in accordance with national legislation. The deputy headteacher supports the head teacher in these tasks.

### **Main Tasks / Actions:**

To work with the headteacher:

- ❖ To fulfil commitments arising from accountability to the governing body.
- ❖ To develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- ❖ To ensure individual staff accountabilities and performance expectations are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- ❖ To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- ❖ To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- ❖ To reflect on personal contribution to school achievements and to take account of feedback from others.

## **STRENGTHENING COMMUNITY**

In our school the deputy headteacher and the headteacher share responsibility for development of the school within the wider educational context and as such are therefore called to work in collaboration with parents, community and colleague heads and deputies and other agencies.

### **Main Tasks / Actions:**

To work with the headteacher:

- ❖ To build a school culture and curriculum that takes account of the richness and diversity of the school community.
- ❖ To create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment.
- ❖ To ensure learning experiences for pupils are linked into and integrated with the wider community.
- ❖ To ensure a range of community based learning experiences.
- ❖ To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- ❖ To create and maintain and develop an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- ❖ To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community,
- ❖ To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovation, especially with other schools.
- ❖ To co-operate and work with relevant agencies to protect children.

## **SPECIFIC RESPONSIBILITY**

The deputy headteacher will be designated specific responsibilities by the head teacher and governing body that fit the strategic needs of the organisation. These will change over time and will be communicated to the deputy head by the head teacher.