



Job Description for Deputy Head Teacher Overfields Primary School

Job Description

- Post Title:** Deputy Head Teacher
- Payscale:** Leadership Group range L8 - 12
- Responsible to:** Head Teacher
- Responsible for:** Curriculum Management
Deputy Nominated Person for Safeguarding
Pupil Premium Champion
Curriculum Co-ordination of Literacy or Mathematics
- Job Purpose:** To contribute significantly to the aims and success of Overfields Primary School by modelling good practice as an excellent teacher, and as a member of the Leadership Team, taking responsibility for the development and professional support of others and having responsibility for curriculum and Pupil Premium.

This post will carry with it overall responsibility for curriculum management throughout the school. This will include strategic oversight, development and monitoring, analysis and impact and ensuring resources are used effectively taking into account new or forthcoming Government initiatives, and ensuring progression and challenge within each class. To help ensure all staff are accountable for raising standards across school. To champion those children eligible for pupil premium and ensure accelerated progress.

The key task of the Deputy Head Teacher is to ensure, in partnership with the Head, that there is a positive and aspirational ethos, which reflects the school's commitment to excellent learning, teaching and pastoral care, and to good relationships with staff, pupils, parents, governors and the wider community.

To support the headteacher in providing professional leadership and management for the school that secures its success and improvement ensuring high quality education for all its pupils and improved standards of learning and achievement.

Main responsibilities of the post

- Strategic direction and development of the school
- Leading and managing staff
- Teaching and learning
- Efficient and effective deployment of staff and resources
- Carry out other management responsibilities or tasks allocated;
- Provide cover in the absence of the head teacher
- Carry out the professional duties of a teacher
- Accountability

Responsibilities shared with the Head Teacher

- Ensuring consistently high quality teaching and learning
- Well-being and safeguarding of the children
- Behaviour management
- Equal opportunities
- Partnership with parents, agencies and the wider community
- Performance management for teachers and teaching assistants
- Strategic planning of the school
- Managing the organisation and developing the school and its staff

Main responsibilities:

The following list is typical of the level of duties which the deputy head teacher will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

General

1. To carry out the professional duties of a deputy head teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work, the National Curriculum and those indicated in the job description for a main scale teacher at Overfields Primary School.
 - To teach up to 0.6 of the timetable each week
 - To plan, assess and keep records of your teaching
 - To direct and support the work of TAs and other adults working in support of pupil's learning in classes or groups for which you have responsibility
 - To write reports as required on pupils progress

2. *Strategic Direction of the School*
 - Deputise for the Head Teacher when required
 - To lead by example to inspire and motivate pupils, staff, parents and governors in the vision, purpose and leadership of the school
 - To lead on management of Pupil Premium, including individual interventions
 - Support the Head Teacher in setting challenging whole school targets including providing accurate, objective information to assist the target setting and intervention process
 - Work closely with the Head Teacher to contribute to the strategic direction and development of the school
 - To share in the corporate responsibility for monitoring the effectiveness of learning, teaching and the leadership
 - To share in the corporate responsibility for implementing the school's Performance Review procedures
 - To share in the corporate responsibility for securing equal opportunities for pupils and staff throughout the school
 - To lead and support staff in managing the agreed and evolving systems for positive management of pupil behaviour
 - To lead on curriculum development planning and the strength of curricular deliver.
 - Taking an active part in school life by attending School Governors meetings as appropriate
 - To contribute to the development of the school development plan and take a lead role in implementing specific objectives.

3. *Teaching and Learning*
 - To demonstrate consistently outstanding teaching and be able to lead and inspire others to improve standards. Promote a positive ethos, teamwork and trust and be a professional role model for other staff in a supportive environment
 - Leading key areas of whole school curriculum development
 - Assisting the Head in the development of extra-curricular provision and curricular enrichment
 - Work closely with SLT to ensure tasks and resources consistently match the needs of all learners
 - Ensure that all teaching obeys the schools health and safety policies.

4. *Leading and Managing Staff*
 - Lead in the annual review process to ensure pupil progress and achievement.
 - Assisting staff as appropriate and acting as the first line of support in the discipline of pupils in school.
 - Manage staff in the performance management process. Act as a reviewer for the performance management of a group of teaching staff, leading to their individual

professional development and linked to the needs of the school, monitoring their work as appropriate, and making decisions on their pay progression.

- Lead on, and support the head, in the management of staff

5. *Effective and Efficient Deployment of Staff and Resources*

- Work with the Head Teacher to produce the school timetable
- Assist in the management of the deployment of staff
- Support the head teacher to manage the recruitment and deployment of staff, including timetabled support of individualised interventions
- Monitor the spending of curriculum budgets and evaluate the effectiveness and inclusivity of resources bought

6. *Knowledge and Understanding*

- Keep up to date with national and regional developments and inform staff accordingly
- To participate in, and where appropriate, lead staff training and development and continuous professional development
- Cascade innovative, inclusive and creative practice
- Be one of the named Designated Safeguarding Leads for the school, providing training advice and support for staff and taking action to support pupils as needed
- Share with the Head Teacher the responsibility to liaise with other professionals in the LA

7. *Accountability*

- Provide highly evaluative, diagnostic and incisive information, objective advice and support to SLT and the Governing Body
- To consistently meet challenging Appraisal targets that focus upon learning and teaching

Specific

8. Mentor for student teachers
9. Support the Head teacher in interpreting, analysing and presenting school data so that it is used to drive standards forward, narrow gaps further and allocate funding effectively
10. Lead on curriculum development, promote cross curricular development and exciting and fully engaging curriculum delivery. Take a lead on curriculum meetings to inform, discuss, plan and evaluate whole school policy and, where appropriate, keep the governing body informed of policy and practice
11. Lead on assessment development, monitoring, recording and progress analysis so that it fully supports accelerated progress.
12. To organise, co-ordinate and monitor the teaching of English or Mathematics throughout the school. Produce up to date policy documents/ schemes of work in line with school development planning.
13. Oversight of CPD, and keeping records on INSET
14. To be a school champion for pupils eligible for pupil premium grant. Ensure progress is monitored and personalised support provided.
12. Exemplifying good practice, high expectations, high levels of achievement and the implementation of school policies.

The particular responsibilities of Deputy Headteacher are subject to review and may change by negotiation before the beginning of each academic year according to the priorities of the school.

Signature.....

Date.....