

Deputy Head Teacher

Responsible to: Head Teacher

Leadership Scale: Outer London 9-13

General

The duties and responsibilities of teachers, whether on main grade, or during any period of induction, are spelled out in the Schoolteachers' Pay and Conditions Document. The following is a list of specific activities and responsibilities that the Deputy Head will be required to carry out in addition to the general responsibilities of a class teacher.

This job description is not necessarily a comprehensive definition. It will be reviewed at least once each year and it may be subject to modification or amendment at any time in consultation with the Head teacher.

KEY PURPOSE OF THE JOB

To carry out professional duties of a teacher other than a head teacher, as described in the school Teacher's Pay and Conditions Document, including those duties particularly assigned to him/her by the Head teacher.

MAIN ACTIVITIES:

1. To assist the Head Teacher in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Head Teacher.
2. To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Head Teacher.
3. To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.

SPECIFIC RESPONSIBILITIES

LEADERSHIP AND MANAGEMENT:

1. To assist the Head Teacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
2. To play a significant role in setting aims and objectives for the school and in formulating the School Development Plan along with the Head Teacher, governors and other senior leaders. To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the Head Teacher.
3. To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
4. To provide an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer guidance and support to colleagues.
5. To take responsibility for dealing with and reporting Health and Safety issues as they arise in the school. To raise awareness of Health and Safety issues among all members of the school community.
6. To take a leading role in improving the involvement of parents, carers and the community in the life of the school.

7. To provide effective leadership and management to team/teams of staff, as agreed with the Head Teacher.
8. To take full responsibility for leading and managing one or more major aspects of the school's curriculum provision, as agreed with the Head Teacher and governing body.
9. To make a significant contribution to the school's continuing professional development programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities.
10. To assist the Head Teacher in school self review and evaluation and in the effective planning and management of school resources to secure improvements.
11. To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' learning and teachers' planning and teaching.
12. To provide guidance and support to middle leaders and other staff in order to improve the quality of teaching and learning.
13. To actively promote equality of opportunity and inclusion by assisting the Head Teacher in ensuring the school's curriculum provides the best possible education for all its pupils.
14. To assist the Head Teacher in all aspects of the day-to day administration and organisation of the school, as agreed with the Head Teacher, including taking responsibility for agreed areas, e.g. timetables, duty rotas etc.
15. To take a significant role in the implementation of the school's performance management policy, to secure school improvement and individual professional development.
16. To participate in recruitment and selection, as agreed with the Head Teacher.
17. To deputise for the Head Teacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.

TEACHING AND LEARNING

1. To carry out teaching duties, providing a model of excellence for colleagues. This may include, as required:
 - Taking full responsibility for teaching a class;
 - Providing cover for absent colleagues or those released for professional development;
 - Providing in-class support for colleagues through demonstration lessons;
 - Teaching booster or 'catch up' groups.
2. To provide leadership and support for colleagues (teachers and assistants) with regard to teaching and learning and the curriculum, including:
 - Managing the planning and delivery of the curriculum across the school, including developing schemes of work and medium term plans;
 - Supporting leaders in developing their role, in particular in relation to raising standards;
 - Supporting teams and individuals with short term planning;
 - Organising and delivering training, as needed, to groups of school staff;
 - Supporting staff in the use of assessment information to inform teaching and learning;
 - Inducting and supporting newly qualified and less experienced staff and/or supply teachers;
 - Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback.
 - Demonstrating exemplary ICT skills.
3. To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.

4. To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve communication, teaching, learning and behaviour.

OTHER DUTIES AND RESPONSIBILITIES

1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
2. To take whole school assemblies and to support other staff with assemblies.
3. To prepare and present reports, as required to, e.g. governors, L.A. officers, parents, outside agencies.
4. To attend occasional meetings during evening hours, at weekends or in school holidays, as required.

KEY ORGANISATIONAL OBJECTIVES

The Post-holder will contribute to the school's objectives delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police (DBS) checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue:

Signature of Post holder:

Signature of Head Teacher: