



Bure Park Primary School Deputy Headteacher Job Description

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| Job Title | Deputy Headteacher |
| Grade | L10-14 |
| Reports to | Headteacher |
| Core Responsibilities | Teaching responsibility Attendance Lead Assessment Lead Maths Lead Mentor and coach subject leads/ECT Develop teaching, learning and assessment within the school Deputy Safeguarding Lead |
| Key Purpose of the job | To carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for deputy headteachers and the school's own policy. The Deputy Headteacher will be responsible for working with and supporting the Headteacher on 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 | |
| | <ul style="list-style-type: none"> To assist the headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement. To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the headteacher, governors and other senior staff. To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the headteacher. To assist the headteacher in school self review and evaluation and in the effective planning and management of resources to secure improvements. Publicly supporting all decisions of the Headteacher and Governing Body. |
| Teaching and Learning | |
| | <ul style="list-style-type: none"> Be an 'outstanding' role model and act as a leading classroom practitioner and inspiring and motivating other staff. Working with the Leadership Team and Headteacher to sustain high expectations and outstanding practice in teaching and learning throughout the school. Monitor and evaluate the quality of teaching and standards of pupils' achievement and use benchmarks and set targets for school improvement. |
| Leading and Managing staff | |
| | <ul style="list-style-type: none"> Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development. Have excellent communication skills To be an exemplar of all school policies and practices. To support the Headteacher to lead in Performance Management of all teaching staff. Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management. |
| Deploying staff and resources | |

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| | <ul style="list-style-type: none"> • In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively e.g., timetables, deployment of HLTAs and supply staff. • To participate in recruitment and selection, as agreed by the Headteacher. |
| Accountability | |
| | <ul style="list-style-type: none"> • Supporting the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders. • Promote and protect the health and safety welfare of pupils and staff. • Take responsibility for promoting and safeguarding the welfare of children and young people within the school. |
| Specific Responsibilities | |
| | <ul style="list-style-type: none"> • Deputise for the Headteacher in her absence. • Take a major role in the day-to-day running of the school, attending daily and weekly meetings and leading them as required. • Contribute to a positive ethos for learning. • Provide an exciting, stimulating and creative curriculum. • Promote the values and achievements of the school to the community. • Support the Headteacher and Governors in annual budget planning and monitoring. • To take whole school assemblies weekly. • Undertake such reasonable activities that the Headteacher and governors may require from time to time. |
| General | <ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. <p>The service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p> |