



Bryn Offa Church of England Primary School

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Deputy Headteacher Job Description

Core Purpose

To work with the Headteacher in creating, inspiring and embodying the Christian ethos and culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.

To this end the Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be an active participant of the senior leadership team
- Assist the Headteacher in the strategic leadership and management of the school
- Assist the Headteacher in the day to day organisation and management of the school
- Support and/or represent the Headteacher at meetings as and when required
- If the Headteacher is absent from the school a Deputy Headteacher must undertake their professional duties to the extent required by the Headteacher or the relevant Board
- The Deputy Headteacher shall undertake any professional duties of the Headteacher reasonably delegated to him/her by the Headteacher
- If the headteacher is absent, the deputy headteacher will deputise in her absence, as directed by the Governing Body.

MAIN TASKS:

The specific nature and balance of these responsibilities will vary according to the needs of the school. The job description will be reviewed and agreed annually by the Head Teacher and Deputy.

Teaching and Learning responsibilities

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document. To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- To be responsible for a specific class or age group of children to be decided on appointment.
- To demand and demonstrate ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Demonstrate consistently excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
- Exemplify good practice; undertake shared planning, team teaching etc

Internal organisation, management and control of the school

Under the direction of the headteacher, the deputy headteacher will:

- Have specific responsibilities (e.g. for aspects of school management or the curriculum) to be agreed upon appointment.
- Contribute to:
 - Maintaining and developing the Christian ethos, values and overall purposes of the school
 - Formulating the aims and objectives of the school and policies for their implementation
 - A development plan which will translate school aims and policies into actions
 - Monitoring and evaluating the performance of the school
 - Implementing the Authority's and the Governing Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
 - The efficient organisation, management and supervision of school routines.
- Assist in creating a Christian ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- It is necessary and desirable for the Deputy Head to have a working knowledge of all aspects of school administration, as well as delegated responsibility for those agreed with the Head Teacher.

Curriculum Development

Under the direction of the headteacher, the deputy headteacher will:

- Assist in, and to lead when appropriate or when requested to:
 - The development, organisation and implementation of the school's curriculum
 - School policies on curriculum, teaching and learning styles, assessment, recording and reporting
 - Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals
 - Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid Governors in their future management of the school
 - Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
 - The promotion of extra-curricular activities in accordance with the educational aims of the school.

Pupil Care

Under the direction of the headteacher, the deputy headteacher will:

- Contribute to:
 - The development, organisation and implementation of the school's policy for the personal and social development of pupils within a Christian context including pastoral care and guidance
 - The promotion among pupils of standards of conduct/discipline and a proper regard for authority and the encouragement of good behaviour within a Christian context
 - The development among pupils of self-discipline
 - Upholding and implementing the behaviour policy
- Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society

The Management of Staff

Under the direction of the headteacher, the deputy headteacher will:

- Participate in the recruitment and deployment of teaching and non-teaching staff of the school
- Actively contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- Participate in arrangements made in accordance with the regulations for the appraisal of the performance of staff in school
- Implement and develop staff development policies in relation to:
 - The induction of Early Career Teachers and other staff into a Church school
 - The provision of professional advice and support and the identification of training needs
 - Support and Mentor Students under training/work experience
- Demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.
- Maintain good relationships with individuals, groups and staff unions and associations.

The Management of Resources

Under the direction of the headteacher, the deputy headteacher will:

- Contribute to the formulation of the school's policies and procedures concerning resource management
- Allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- Promote a whole school environment which stimulates learning and enhances the appearance of the school.
- Participate in the arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- Maintain effective working relationships with external agencies and services contracted to the school and the Authority.

Relationships

Under the direction of the headteacher, the deputy headteacher will:

- Advise and support the Governing Board as required in the exercising of its functions including attending meetings and making reports.
- Assist with the liaison with and co-operation with Local Authority and Diocesan support services.
- Promote and develop effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education.
- Assist in liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
- Help to promote a vision of a Church school witnessing to its Christian values in its local community
- Assist in liaison with the Church, other professional bodies, agencies and services.
- Develop and maintain positive links and relationships with the community, local organisations and employers:
 - To promote a positive image of the school
 - To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.
- Create outward-facing schools which work with other schools, organisations and the local community– in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
- Be able and prepared to discuss with and present to the Head Teacher, both formally and informally, matters of curriculum, organisation and administration; bring to the discussions matters of staff concern and take back to staff matters of policy and planning which need to be disseminated;
- Assist in ensuring the well-being of both teaching and non-teaching staff

Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. The specific focus for the Deputy Head's work programme will be negotiated and agreed at the beginning of the performance management cycle.