**Deputy Headteacher Job Description**

**DEPUTY HEADTEACHER- HARTBURN PRIMARY SCHOOL**

**This job description should be read in conjunction with the School Teachers Pay and Conditions Document**

**In addition to carrying out the professional duties of a teacher, the Deputy Headteacher will:**

* have a major role in the leadership of Hartburn Primary School
* have a core responsibility for teaching and learning through the school
* work alongside the Headteacher to enhance a positive culture
* work in partnership with the Headteacher to sustain an ethos where there is a continuous drive to improve standards and achievement through a vibrant and creative curriculum
* assume the duties of the Headteacher in their absence

# Strategic Direction and Development of School

The Deputy Headteacher works with the Headteacher, Governing Body, staff and pupils to develop the strategic vision of the School within its community

**The Deputy Headteacher will:**

* contribute to the creation and implementation of the School Improvement Plan
* communicate effectively the long, medium and short term objectives of the SIP to all staff
* contribute to the planning of effective organisational and administration systems
* analyse data and use those findings to inform the SIP

## **Teaching and Learning**

The Deputy Headteacher will work with the Head teacher and Governing Body to maintain an environment that promotes and secures excellent teaching, effective learning, high standards of achievement and excellent behaviour.

**The Deputy Headteacher will:**

* provide a clear educational direction for the school
* contribute to the establishment and maintenance of policies that promote effective professional practice and define curriculum content
* work in partnership with the Headteacher in the assessment of pupils and in monitoring and evaluating the quality of teaching
* lead teaching and learning throughout the school
* create and maintain an effective partnership with parents to improve children’s achievement and personal and social development
* provide subject leadership as required appropriate to personal expertise and / or the needs of the school

# Leading and Managing Staff

Working with the Headteacher, the Deputy Headteacher will lead, motivate, support, challenge and develop staff to secure improvement.

**The Deputy Headteacher will:**

* support the Headteacher to ensure professional duties are fulfilled as specified in the terms and conditions of service for teachers
* plan, allocate, support and evaluate the work undertaken by teaching and support staff as groups, teams and individuals
* be a reviewer of staff performance management,
* motivate and enable all staff to develop expertise in their respective roles through continuing professional development

# Efficient and Effective Deployment of staff and resources

Working with the Headteacher the Deputy Headteacher will contribute to the deployment of staff.

**The Deputy Headteacher will:**

* Work with the Governors and Headteacher to recruit and appoint staff

# Accountability

The Deputy Headteacher will support the Headteacher to account for the effectiveness of the school to the Governors and others, including parents, staff and the local community.

**The Deputy Headteacher will:**

* provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improve standards of achievement
* contribute to the creation and development of a school in which all staff recognise that they are accountable for its success
* present regular reports on the school’s performance to Governors, LA and Ofsted
* contribute to the establishment and monitoring of systems that keep parents well informed about the curriculum, and children’s achievement.