Trinity Academy Newcastle

Job Description

Post Title: Deputy Head Teacher

Payscale: Leadership Group range L12 - 15

Responsible to: CEO/Head of School

Responsible for: Teaching staff

Job Purpose: To:

- assist the Head of School in managing, organising and developing staff as appropriate;
- deputise for a Head of School as required;
- carry out other management responsibilities or tasks allocated
- carry out the professional duties of a teacher;

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 and the National Curriculum.

2. To undertake the professional duties of a Head of School as required by the CEO.

3. To assist the CEO and the Head of School in the management, organisation and running of an academy, including assisting in the development and implementation of school aims, objectives, procedures, policies and practices.

4. To manage staff and resources as appropriate. To manage and monitor budgets as appropriate.

5. To assist in development of the school improvement plan and take a lead role in implementing specific objectives.

6. To demonstrate good teaching practice and innovate, inspire and motive other staff. Promote teamwork and trust and be a professional role model for other staff.

7. To lead in the development of teaching and learning.
To participate in, and where appropriate, lead staff training and development and continuous professional development. To assist in the implementation of performance management systems.

To oversee the co-ordination of the curriculum

To plan and manage school timetables.

Ensuring outstanding attendance and punctuality, having an oversight of attendance policy and procedures.

To work effectively with / be aware of and assist integrated processes, such as annual reviews and local opportunities which support aims for children, young people and their families.

Securing outstanding behaviour for learning

Having a strategic oversight of policies and procedures relating to ensuring outstanding behaviour for learning

Please note:

Employees must not communicate confidential information or documents to others who do not have a legitimate right to know. Furthermore, such information which is stored on computer systems must only be disclosed in accordance with the requirements of the Data Protection Act 1984.

Employees should not make statements directly to the press or other media without first obtaining the approval of the Executive Head Teacher.

Signed:

Post Holder

Bill Curley
CEO