



HOLLIN PRIMARY SCHOOL **DEPUTY HEADTEACHER** **JOB DESCRIPTION**

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

- Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context
- Acting as a “sounding board” and “critical friend” to the Senior Leadership Team and Headteacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism
- Publicly supporting all decisions of the Headteacher and Governing Board
- Assisting in developing and evaluating policies
- Supporting inclusion across the school
- Leading SEND across the school
- To lead a significant curriculum area

Teaching and Learning

- Providing an example of ‘excellence’ as a leading classroom practitioner and inspiring and motivating other staff
- Working with the Senior Leadership Team and Headteacher to sustain high expectations and excellent practice in teaching and learning throughout the school
- Monitor and evaluate the quality of teaching and standards of pupil’s achievement and use benchmarks and set targets for improvement
- To be involved in ‘Curriculum Teams’ with other members of staff to raise pupil’s standards of achievement and to evaluate practice

Leading and Managing Staff

- Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development
- Together with the Headteacher lead in appraisal of all staff and to be responsible for ECT assessments and inductions
- To lead the appraisal of teaching assistants and their training development
- To induct and mentor new staff

Efficient and effective deployment of staff and resources

- In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context i.e. cover supervision timetables, deployment of TAs and supply staff

Accountability

- Supporting the Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders

Specific Duties

- Deputise for the Headteacher in their absence
- Take a major role in the day-to-day running of the school
- Contribute to a positive ethos for learning
- Promote the values and achievements of the school to the community
- Co-ordinate and assist in leading assemblies
- Advise on the school's resource needs and co-ordinate these resources
- Contribute to the schools' lunchtime arrangements
- Assist with the appointment and induction of new staff and provide monitoring and support for ECT's and students as necessary
- Support the Headteacher and Governors in annual budget planning and monitoring
- Assist in the preparation, implementation and monitoring of the School Development Plan
- Lead in the co-ordination of the internal and external environment
- Undertake such reasonable activities as the Headteacher and Governors may, from time to time require