

JOB DESCRIPTION

SCHOOL: Mossfield Primary

JOB DETAILS:

Job Title: Deputy Headteacher

Grade: ISR L9 – L13

Directly responsible to: The Headteacher and the Governing Body of the school.

Directly responsible for:

Hours of Duty: 1265 hours per year

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Primary purpose of the job:

To work with the Headteacher in creating, inspiring and embodying the ethos and culture of the 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 pupils to achieve their highest potential.

Main Duties and Responsibilities/Accountabilities:

In partnership with the Headteacher, assist in:

Leading by example, providing inspiration and motivation, and embodying for the pupils, staff, governors and parents the vision, purpose and leadership of this Community School.

Working with the staff and pupils:-

To create and implement the strategic plan and annual school improvement plans, underpinned by sound financial planning, management and organisation to secure whole school improvement;

To formulate the overall aims and objectives of the school in accordance with the mission statement and strategic plan;

To ensure that policies and practices take account of national, local and school data and inspection and research findings;

To monitor, evaluate and review the effects of policies, priorities and performance of the school in practice, and take appropriate action;

Implement the Governing Body's Policies on Equal Opportunities and inclusion for all pupils;

Ensure that the school fulfils its requirements under the “Every Child Matters” agenda.

To take on the role of a classroom teacher

Assume responsibility of the discharge of the Headteacher’s functions at any time when he is absent from school.

Teaching and Learning

Be the exemplar of high quality teaching and learning in the school across all key stages.

In partnership with the Headteacher, assist in:

Creating and maintaining an environment and code of conduct that promotes and secures good teaching, effective learning and high standards of achievement, good behaviour and discipline and which enables teachers to meet the standards set out in the professional development framework.

Determining, organising, implementing and monitoring the curriculum and its assessment.

Ensuring that improvements in literacy, numeracy, science and information and communication technology are priority targets for all pupils, including those with special educational needs.

Ensuring that pupils develop study skills in order to learn more effectively and with increasing independence.

Monitoring and evaluating the quality of teaching and standards of learning and achievement of all pupils at the school.

Determining and implementing policies which promote:

- Spiritual, moral, social and cultural development of children within a Christian context.
- Self-discipline and regard for authority and the law;
- Good conduct and behaviour;
- Positive strategies and programmes for pupils’ support and clear guidance on exclusions and other disciplinary matters;

Build and sustain an inclusive environment and understand the needs of a diverse school/community.

Developing effective links with the community and local church and also with business and industry, to extend the curriculum, and enhance teaching and learning.

Creating and maintaining an effective partnership with parents to support and improve pupils’ achievements and personal development.

Promoting extra-curricular activities in accordance with the educational aims of the school.

Leading and Managing Staff

Act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.

In partnership with the Headteacher, assist in:

Maximising the contribution of staff to improve the quality of education provided and the standards achieved and ensure that constructive working relationships are formed between staff and pupils.

Developing good working relationships with the governors, staff, pupils, parents/carers, community and the LEA.

Planning, allocating, supporting and evaluating work undertaken by groups, teams and individuals.

Implementing and sustaining effective systems for the management of staff performance, incorporating performance management.

Motivating and enabling all staff in the school to carry out their respective roles to the highest standards, through high quality continuing professional development based on assessment of needs and systematic monitoring and evaluation.

Leading and managing the staff in ways that reflect the mission statement, meet the Governing Body's policies, while ensuring that professional duties are fulfilled as specified in the Terms and Conditions of Service of Teachers.

Efficient and effective deployment of staff and resources

In partnership with the Headteacher, assist in:

Participating in the recruitment and selection of the highest quality teaching and non-teaching staff who are able and willing to contribute to the effectiveness and ethos of the school.

Working with colleagues to deploy, develop and retain all staff effectively in order to improve the quality of education provided in accordance with the mission statement.

Contributing to the formation of policies and procedures of the Governing Body concerning the school's resources and asset management.

Setting appropriate priorities for expenditure, allocation of funds and effective administration and control by:

- Effective management of the school's budget;
- Rational allocation and monitoring of time, space and material resources;

Ensuring effective and safe arrangements for the storage of materials and equipment.

Managing and organising the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, the pupils and health and safety regulations and the five outcomes from the ECM agenda.

Making arrangements for the security and effective supervision of the school buildings, their contents and the grounds.

Ensuring that any lack of maintenance, repairs or modification, including breaches of Health and Safety legislation is acted upon promptly, and in accordance with the delegation arrangements of the Governing Body.

Managing, monitoring and reviewing the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Accountability

In partnership with the Headteacher, assist in:

Creating and developing an organisation in which all the members of the school recognise that they are accountable for the success of the school.

Ensuring that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting children's learning and achieving the

school's targets for improvement.

Carry out any duties as may be reasonably required by the Headteacher.

School Specific Responsibilities

The school specific responsibilities will be agreed with the successful candidate upon appointment.

To undertake such additional duties as are reasonably commensurate with the level of this post.

The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy Policies.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised:

Prepared by:

Agreed by Postholder
