

St Richards RC Primary School
Deputy Headteacher (Teaching Position)

1. INTRODUCTION

- 1.1 NAME OF POSTHOLDER: TBC
- 1.2 JOB TITLE: Deputy Headteacher
- 1.3 JOB PURPOSE:
- Undertake the normal responsibilities of the class teacher.
 - Take full responsibility for the school in the absence of the Headteacher.
 - Be proactive, positive and an effective member of the Senior Leadership team.
 - Assist the headteacher in managing the school.
 - Support and represent the headteacher at meetings where required.
 - Take a lead role in raising the quality of teaching and learning across the school.
 - Lead in modelling and demonstrating outstanding teaching.
 - Lead in organising cover for absence.
 - Take responsibility for child protection issues as appropriate.
 - Take responsibility for promoting and safeguarding the welfare of children within the school as a designated safeguarding lead alongside the headteacher.
 - Undertake such duties as are delegated by the headteacher.
- 1.4 Line Management: Reporting to - Headteacher
Responsible for - all other staff members
- 1.5 Liaising With: Headteacher, senior leadership team, teachers, support staff, parents, LA representatives and external agencies.
- 1.6 Salary Scale: Leadership L7 - L11

- 1.7 Working Time: Full time/part time as specified within the School Teachers' Pay and Conditions Document.
- 1.8 DBS Disclosure Level: Enhanced.

2. MANAGING THE ORGANISATION

- 2.1 Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan.
- 2.2 Work with the headteacher to lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate.
- 2.3 Assist the headteacher with the annual appraisal process for all teaching staff.
- 2.4 Ensure the efficient organisation, management and supervision of school routines.
- 2.5 Ensure the effective dissemination of information and adhere to agreed systems for internal communication.
- 2.6 Working with the headteacher, undertake key activities related to the professional, personnel/HR issues as appropriate.
- 2.7 Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- 2.8 Ensure the day-to-day effective organisation and running of the school including the development of the staff as appropriate.
- 2.9 Participate when appropriate, in the selection and deployment of teaching and non-teaching staff of the school.
- 2.10 Contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- 2.11 Support the headteacher in reporting the school's performance to its Governors.
- 2.12 Lead and oversee: -
- the introduction of new staff and newly qualified teachers
 - the provision of professional advice and support the identified training needs for early careers qualified teachers
 - students undertaking training/work experience

3. CLASS TEACHER DUTIES

- 3.1 Undertake the duties of a class teacher as set out in the current School Teachers' Pay and Conditions document.
- 3.2 Lead by example to motivate and work with others.
- 3.3 Be responsible for a specific class decided on appointment.
- 3.4 Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- 3.5 Provide religious education in accordance with the agreed syllabus.
- 3.6 Attend, take part in and lead acts of collective worship in accordance with the school policy.

4. RELATIONS WITH PARENTS AND EXTERNAL AGENCIES

- 4.1 Develop and maintain effective communication and partnerships with parents so as to promote pupils' learning.
- 4.2 Develop effective liaison with external agencies in order to maximize support for pupils with additional needs (e.g. the LA, education, psychology services, health and social services and voluntary bodies).
- 4.3 Lead and develop effective liaison between schools to ensure there is continuity in terms of support and progression in learning when pupils with additional needs transfer.

5. SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Signed
(Headteacher)

Dated
(Teacher)

Dated
(Headteacher)