

Job Title: DEPUTY HEAD TEACHER

Reporting to: Head of School and EHT

**Full time and permanent
Leadership scale 11-14**

In addition to those duties detailed in the Pay and Conditions Document 2006 the Deputy Head shall be responsible to the Head of School, EHT and the Governing body of the federation for the following and for the appropriate delegation of such processes and tasks as to ensure they are effectively and efficiently implemented in an equitable manner.

1. Implement the school's Vision, Aims and Policies of the School as agreed by the Governing Body.
2. Raise the standard of attainment of the pupils and the quality of the teaching and learning across the school. Maintain and enhance the ethos of the school.
3. Be responsible for the provision and delivery of an exciting, broad curriculum that meets the needs of our children

Responsibilities:

The Deputy Head Teacher will have a strategic role within the leadership structure of the school and will be expected to lead on the schools continued review and development. As a senior member of staff they will be expected to liaise with staff, governors, parents and outside agencies as required and take full responsibility when the Head of School is absent. They will ensure the efficient running of the school by:

- Having an approachable manner and sense of humour.
- Taking responsibility for the day to day logistics of the school including working with outside agencies
- Taking a key role within the senior leadership of the school, covering all aspects of school development
- To take responsibility for the continued Professional Development of staff (CPD) if required
- Leading the effective monitoring and appraisal of teaching and learning.
- Leading and managing performance management procedures throughout the school.
- To ensure the implementation of whole school policies.
- Experience and knowledge of Safe Guarding Procedures.

- Raising the attainment of all pupils by having an overview of standards and leading and managing key initiatives.
- Having an up-to-date knowledge of the curriculum.
- Working in partnership with Hackney Learning Trust.
- To develop, implement, monitor and evaluate initiatives.
- To take responsibility for teaching of a class/groups as and when required and inspire high quality teaching and learning through the modelling of excellent primary practice.
- To work with the SLT and Governors in strategic planning including the School Improvement Plan and S.E.F.
- Monitoring school performance information using all assessment data, identifying strengths and prioritising areas for school improvement.
- Monitoring and evaluating continuity and progression across the curriculum and across the key phases.
- Having direct line management for senior managers and subject leaders.
- Supporting the Head of School and the administrative staff in the organisation and delivery of efficient office practices.
- Managing professional development training and INSET ensuring equality of opportunity and value for money.
- Providing support to and monitoring all staff.
- Working in partnership with universities and mentoring students
- Allocating appropriate duties to staff and ensuring they are fulfilled.
- Arranging all timetables, non contact time and cover with regard to value for money and the effective running of the school.
- Lead and management of curriculum, planning monitoring and assessment.
- Developing and maintaining effective systems of communication with the teaching staff and support staff, parents, governors and the wider community.
- Extending and developing good relationships with parents and the whole school community to contribute to rising of achievement across the school.
- Being responsible for the effective implementation of the behaviour policy. To develop strategies to encourage pupils' responsibilities around the school.
- Leading regular assemblies, collective worship and school performances.
- To help promote a caring and supportive school inclusive ethos in which all individuals are valued.

Overall – To carry out other duties and responsibilities as the EHT and Head of school may reasonably require.

This job description is subject to review and redefinition in line with school development.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies

Person Specification: Deputy Headteacher

Attributes	Requirement	
	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • QTS with recent teaching experience within the primary sector • Evidence of recent professional development 	<ul style="list-style-type: none"> • 1st degree and / or relevant qualifications
Experience and skills	<ul style="list-style-type: none"> • At least 2 years' experience in a significant management role in a primary school e.g. Leader of age phase, whole school curriculum leadership/assessment. • Experience of working in a diverse environment across the 3-11 age range. 	<ul style="list-style-type: none"> • Experience of allocating and managing a budget
Professional development	<ul style="list-style-type: none"> • Active involvement in recent and relevant INSET/training • Training in management issues and skills. • Strategic management skills • 	
Knowledge of Teaching, curriculum and Assessment	<ul style="list-style-type: none"> • Ability to analyse, interpret and act on test data • Experience of target setting. • Proven ability, knowledge and understanding of curriculum, planning and assessment. 	
Improving teaching and learning	<ul style="list-style-type: none"> • Knowledge and experience of a range of teaching and learning styles and strategies • Experience of observing and evaluating the quality of teaching 	<ul style="list-style-type: none"> • Experience of mentoring or supporting colleagues
Working with people	<ul style="list-style-type: none"> • Strong interpersonal skills; ability to lead, motivate, challenge and inspire colleagues and give feedback in a sensitive manner • Able to establish credibility 	<ul style="list-style-type: none"> • Experience of working with other agencies or organisations including Governors and

	with senior management and teachers	parents.
Resource management	<ul style="list-style-type: none"> • Proven ability to maximise human and other resources • Knowledge and understanding of management procedures (e.g. capability, sickness absence, disciplinary) 	
Knowledge of education	<ul style="list-style-type: none"> • Vision of education in a wider context than a single subject/school 	<ul style="list-style-type: none"> • Experience of wider reading and educational issues
Key skills, qualities and attributes	<ul style="list-style-type: none"> • High expectations and a commitment to raising standards of attainment, including for children from socially disadvantaged areas • Commitment to equal opportunities 	