



# St Michael's CE Primary School

## JOB DESCRIPTION

**JOB TITLE:** Deputy Headteacher

**LOCATION:** St Michael's CE Primary School, Sydenham, London SE26 4HH

**RESPONSIBLE TO:** Headteacher / Governing Body

This appointment is with the governing body of the school under the terms of the National Society Contract signed by the governors as employers. This job description reflects the Headteachers' Standards (2020). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including deputy headteachers. The appointment is subject to the current conditions of employment of deputy headteachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation, including that of the Department for Education, and the terms of the National Society contract.

### **JOB PURPOSE:**

To work in partnership with the Headteacher in the strategic leadership and management of the school and to deputise for the Headteacher, as required, in all professional matters to ensure the smooth running of the school under the direction of the Governing Body and in co-operation with the Southwark Diocesan Board of Education and the Local Authority.

To maintain and enhance conditions to achieve effective teaching and learning so that the Christian ethos, vision, aims and objectives of the school are successfully implemented.

To carry out the professional duties of a Deputy Headteacher as set out in the School Teachers' Pay and Conditions Document

### **MAIN RESPONSIBILITIES**

- To assist the headteacher in upholding the Christian ethos and aims of the school.
- To assist the headteacher in the management and organisation of the school.
- To assist the headteacher in establishing and implementing policies through which the aims and objectives shall be achieved.
- To assist the headteacher in monitoring progress towards the achievement of the aims and objectives.
- To assist the headteacher in managing staff and resources.
- To deputise for the headteacher in his/her absence.

### **PROFESSIONAL DUTIES**

The following duties shall be deemed to be included in the professional duties which the deputy head teacher shall be required to perform.



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## 1. MANAGEMENT:

- Deputising for the headteacher in his/her absence.
- Assisting the headteacher in reviewing, prioritising, developing and implementing activities relating to the curriculum and the pastoral functions of the school.
- Assisting the headteacher through the monitoring of standards of teaching and learning.
- Assisting the headteacher by ensuring both target setting and assessment are completed fully and accurately and meet legislative requirements.
- Assisting the headteacher with the overall discipline in the school.
- Being responsible for the day to day running of the school by organising staff rotas and cover for staff absence.
- Supporting the headteacher in the production of the School Improvement and Development Plan annually, in conjunction with the Leadership Team, all staff and the governors.
- Taking a significant role in the development of the school's Christian ethos as a church primary school including the spiritual development of pupils and the school's role in the community.
- Supporting the SENDCo in the implementation of intervention strategies and the identification of pupils.
- Managing, monitoring and reviewing the range, quality and quantity of resources.
- Advising on the use of available resources in order to improve the quality of education, improve pupil achievement, ensure efficiency and secure value for money.
- Assisting the headteacher and governors to recruit staff of the highest quality.
- Liaising with the School Business Manager to effectively manage the budget for Continuous Professional Development and staff cover.

## 2. CURRICULUM MANAGEMENT:

- Assisting the head teacher in the co-ordination of curriculum development by helping to review, evaluate and develop objectives and by encouraging all staff in the implementation of their duties.
- Assisting with the continuity and progression of curriculum areas especially through discussion with subject leaders.
- Collecting, analysing and evaluating data on pupil progress.
- Supporting, facilitating and monitoring the writing and implementation of curriculum action plans.
- Meeting with appropriate members of staff to analyse and monitor the progress of pupils.
- Ensuring appropriate and effective provision is used to support the academic progress of all children.
- Keeping abreast of developments through reading relevant statutory and non-statutory documentation
- Attendance at relevant courses and meetings; disseminating information to other staff
- Developing and/or modifying existing practice to improve the delivery for pupils.

## 3. ADMINISTRATION:

- Participating in administrative and organisational tasks relating to such duties as are described above, including the management or supervision of educational support staff and other staff involved in the supervision of pupils.
- Organising school timetables annually and revisiting when necessary.
- Identifying equipment and resources required by the school.
- Planning, organising and chairing meetings as appropriate.

## 4. RELIGIOUS EDUCATION, SPIRITUALITY AND WORSHIP:

- Attending, taking part in and leading acts of worship.



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- Planning, developing and organising the annual provision of collective worship across the school having regard to the distinctive Church of England character of the Christian foundation of the school.
- Supporting and assisting the RE Curriculum leader in the provision and delivery of religious education.
- Liaising with Foundation governors, the Diocesan Board of Education, staff and other relevant stakeholders in the development and delivery of distinctively Christian collective worship and spiritual growth in the whole school community.

## **5. CONTINUING PROFESSIONAL DEVELOPMENT:**

- Assisting the headteacher in the identification of training needs for the staff (teaching and non-teaching) as a whole and for individuals.
- Assisting the headteacher in the implementation of training to meet government, Local Authority and governor initiatives.
- Advising staff on available and relevant training.
- Participating in, and leading in-service training and staff meetings as required.
- Liaising with governors with regard to relevant and available training.

## **6. MENTOR/ COACH:**

- Supporting Early Careers Teachers by acting as induction tutor/mentor ensuring that induction experience is in-line with recognised good practice and government legislation.
- Acting as a mentor / coach for teacher(s) on leadership programmes.
- Ensuring all new members of staff are supported with an induction programme.

## **7. PERFORMANCE MANAGEMENT:**

- Assisting with Performance Management by conducting reviews and assessments for selected class teachers and support staff as delegated by the headteacher.

## **8. PROFESSIONAL DEVELOPMENT:**

- Participating fully in the INSET programme developed by the school, the Local Authority and other professional bodies.
- Participating fully in the appraisal process.
- Keeping abreast of current educational thought, development and practice through reading and other activities aimed at ensuring good practice.
- Taking responsibility for one's own professional development including undertaking and obtaining relevant NPQs as appropriate.

## **9. OTHER RESPONSIBILITIES:**

- Assisting the headteacher with the induction of new pupils and parents and improving parental engagement.
- Organising and maintaining contact with parents and volunteers who help in class.
- Assisting the head teacher with review(s) of the school website and Staff Handbook.
- Organising and supporting events which develop community, Diocesan and parish links.
- Exercise of General and Particular Duties - the deputy headteacher shall perform, in accordance with any directions which may reasonably be given to him/her by the head teacher from time to time, such particular duties as may reasonably be assigned to him/her.



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In addition the Deputy Head teacher will be expected to carry out the responsibilities and duties of a classroom teacher when undertaking the teaching of pupils. The teaching commitment to be no more than 60% of the working week as agreed with the headteacher, to balance the professional time required to undertake the above responsibilities.

### **10. TEACHING:**

To be an outstanding classroom practitioner who is able to model outstanding practice to colleagues across the school and can provide advice and support as required.

- Planning and preparing courses and lessons for pupils.
- Teaching, according to their educational needs, the pupils assigned, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- Assessing the development, progress and attainment of pupils and making available the information to be reported and recorded.
- Maintaining an excellent standard in all areas of teaching and learning including planning, assessment, evaluation, classroom management and in the coaching and mentoring offered to other teachers.

### **11. DISCIPLINE, HEALTH AND SAFETY, SAFEGUARDING:**

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

- Undertaking the role of a Designated Safeguarding Lead (or Deputy DSL)
- Taking a lead role in the day-to-day positive behaviour management of all pupils
- Working in compliance with the school's Health and Safety policies and relevant legislation to ensure the safety of all persons with whom contact is made on premises or sites controlled by the school.

*St Michael's CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is subject to a Disclosure and Barring Service check, references and other pre-employment checks including the Right to Work in the UK.*