**Holyport CE Primary School**

**Deputy Headteacher Job Description**

Responsible to the Headteacher

**Key Purpose of the Role**

Play a major part in conjunction with the Headteacher and local governing body to:-

* Formulate the aims and objectives of the school.
* Establish the policies and procedures through which they will be achieved.
* Manage staff and resources to that end.
* Contribute to the monitoring and evaluation of progress and achievement.
* Coach, motivate and support staff to deliver high quality teaching and learning.
* Promote the vision and Christian ethos of the school through an inclusive, open and questioning approach.

To undertake the duties required of the Headteacher in her absence and as required by Headteacher and local governing body.

**Shaping the Future**

* Support the Headteacher and Governors in developing and promoting a vision for the future of the school, demonstrating inspirational leadership and creativity.
* Exemplify the application of values, agreed policies, priorities and expectations, so as to set a good example to other colleagues in all aspects of school life.
* Play a significant role in the school improvement planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility.
* Contribute to the identification of key areas of strength and weakness in the school with detailed reflection on day to day knowledge of the school’s policies and practices.
* Develop and enhance a culture of team work, in which views of members of the school community are valued and taken into account.

**Leadership and Teaching**

* Maintain a high profile as an example of best and leading practice within the classroom and foster the high expectations to which the school aspires.
* With the Headteacher, monitor, evaluate and challenge the quality of teaching and learning throughout the school to ensure consistency and quality.
* Support the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards promoted.
* Coach, mentor and develop staff to maximise impact on effective teaching and learning.
* Lead on key aspects of school improvement (to be agreed annually)
* Work closely with curriculum leaders overseeing curriculum development plans to ensure the best learning opportunities for children.
* Actively include pupils to further enhance their learning opportunities and personal development.
* Implement strategies to promote high standards of behaviour for learning.
* Seek to develop and enhance a broad and rich curriculum which meets the needs of the range of pupils in the school.

**Developing Self and Managing Others**

* Contribute to the creation of a positive ethos, in which every individual is treated with dignity and respect and promote safeguarding to ensure the welfare of children and young people is paramount. Be a Deputy Designated Lead for Safeguarding.
* Monitor the effectiveness of colleagues’ teaching and wider professional impact and report the evaluation to the Headteacher.
* Work with the Headteacher to deliver an appropriate programme of professional development for the staff, in line with school improvement priorities and performance management.
* Lead, manage and organise meetings as appropriate in support of the school’s aims.
* Act as induction coordinator and mentor for new staff

**Managing the Organisation**

* Manage the day to day activities of the delegated areas of responsibility to ensure the school meets statutory requirements in a highly effective and efficient manner.
* Contribute to the planning process for the distribution of resources, to ensure they meet the schools identified priorities.
* Support and promote good communication and links within the school.
* Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.
* Ensure that equality of opportunity and positive relationships for all pupils, staff and families are effectively promoted.
* Sit on the local governing body and a sub-committee as an associate member.

**Securing Accountability**

* Work alongside the Headteacher to secure improvement through performance management; take responsibility for the performance management of identified staff.
* Support staff in understanding their accountability and develop approaches to its review and evaluation.
* To work alongside the Headteacher to use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum developments and identify priorities for school improvement.
* Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.
* Ensure our school has a broad and balanced curriculum, and in partnership with subject leaders’, act as a driver to raise standards in all subject areas.

**Strengthening Community**

* Support the development of the school within the community; strengthening partnerships with other schools and services thus enhancing community cohesion.
* Evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.
* Promote and model good relationships with parents, which are based on partnerships to support and improve pupils’ achievement, involving parents as true partners in the education of their children.
* Support the Headteacher with the planning, supporting and attending the Holyport School Association (HSA) events as requested.

**Other Duties and Responsibilities**

* To be aware of and to comply with policies relating to behaviour, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
* To undertake any other duties, not already specified, which the Headteacher may reasonably require.