**St Michael’s C of E Primary School**

**Job description – Deputy Head Teacher**

The duties outlined in this job description are in addition to those covered in the latest School Teachers’ Pay and Conditions document. It may be modified by the Headteacher, in discussion with you, to reflect or anticipate changes in the role.

In addition to carrying out the professional duties of a teacher, as Deputy you will play a major role to support the Head teacher in;

* Ensuring every child in our school is safe
* Promoting the Christian ethos and aims of the school
* Reviewing and formulating policies
* Contributing to the continuing development of the creative curriculum and its assessment
* Promoting the values and achievements of the school in the wider community
* Leading and co-ordinating Assessment to inform learning and teaching and school improvement
* Taking an active lead role in P.E and promoting sport for all in school – desirable but not essential
* Providing support for the welfare, health and safety, behaviour and well-being of pupils
* Maintaining high professional standards and demonstrating a strong leadership influence with pupils, parents and staff
* Valuing, respecting, encouraging and celebrating the achievements of all pupils and staff
* Modelling a firm, fair and friendly approach to relationships with all pupils and encouraging a sense of pupil responsibility

In the event of the Head Teacher’s absence from the school, you will undertake the professional duties of the Head teacher.

You will demonstrate expertise in the following areas

**Knowledge and understanding :**

* What constitutes quality in educational provision, the principles of an effective learning organisation and strategies for raising achievement
* How to promote pupils’ spiritual, moral, social and cultural development through effective management and leadership
* How to seek and use national, local and school data, OFSTED evidence and research findings in professional and school development

**Planning and setting expectations:**

* Have input and lead the implementation of areas of the school’s strategic plan
* Undertake aspects of monitoring, evaluating and reviewing the plan to secure progress and school improvement

**Teaching and managing pupils’ learning**

* Support the Headteacher in creating and maintaining a climate and code of conduct which promotes and secures effective teaching and learning, high standards of achievement with expectations of good behaviour and discipline throughout the school
* Assist in implementing the curriculum and its assessment; assist in monitoring and evaluating them in order to identify and act on areas for improvement
* Assist in monitoring and evaluating the quality of teaching and standards of pupil achievement and use benchmarks to set challenging and realistic targets for improvement
* Assist in ensuring the curriculum meets pupils’ individual needs

**Assessment and evaluation**

* Monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and advise on action if necessary
* Ensure the use of comparative data and pupils’ prior attainment to establish benchmarks and set targets for improvement

**Pupil Achievement**

* Motivate pupils to learn and foster their curiosity about their learning
* Make explicit to pupils, parent, teachers and the wider community the school’s high expectation that all pupils can succeed

**Relations with parents and the wider community**

* Develop effective relationships with the community to support and improve pupils’ achievement and personal development
* Liaise with other schools and other agencies related to pupil welfare and achievement
* Support the Head teacher in ensuring that Governors, parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution they can make to achieve the school’s targets for improvement

**Managing and developing staff and other adults**

* Contribute to the professional learning culture of the school
* Support staff to maximise their contribution to raising standards and in ensuring constructive relationships at all levels
* Assist in planning, allocating, supporting and evaluating the work undertaken by groups, teams and individuals as required
* Lead professional development of staff both through inset and by example
* Understand the expectations of other staff and support trainees and newly qualified teachers when required to do so
* Value the contribution of all staff and encourage their continuing professional development
* To lead in Performance Management of staff and to be responsible for NQT assessments and inductions
* To lead teaching assistants in Performance Management and training development.

**Managing resources**

* Work with the Head teacher and Governors to recruit staff of the highest quality
* Assist the Head teacher in managing and organising accommodation effectively and efficiently to ensure that it meets the needs of the curriculum and of the health and safety regulations

**Strategic Leadership**

* Support the Head teacher and Governors to promote the school ethos and provide educational vision and direction which secures successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, emotional and physical development
* Lead by example; provide inspiration and motivation
* Support the Head teacher in ensuring that all those involved in the school community are committed to its aims and are accountable in meeting long, medium and short term objectives to secure school improvement

**Church School Leadership**

* Promote and develop a positive relationship with our local church community
* Lead acts of collective worship
* Demonstrate a commitment to involving children in community activities
* Support the Head teacher in promoting a positive relationship with the Diocese and wider church agencies

**Additional**

In addition to the above the Deputy Head teacher will take on specific responsibilities for a major aspect of the school’s work, which will be agreed upon appointment