

HORNDALE COUNTY INFANT AND NURSERY SCHOOL

Scholars Path, Newton Aycliffe, Co Durham DL5 7HB



**Deputy Headteacher
Job Description**

Horndale County Infant & Nursery School

Deputy Headteacher Job Description

This job description reflects the vision for Horndale County Infant & Nursery School. There is an expectation from the Governing Body that the Deputy Headteacher both achieves and exceeds the Professional Standards required of Upper Payscale teachers and aspires towards National Standards for Headteachers.

The Core Purpose

The core purpose of the Deputy Headteacher is to provide professional leadership in the management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. The Deputy Headteacher must play a lead role in establishing a culture that promotes excellence, equality and high expectations for all pupils.

The Deputy Headteacher is a leading professional in the school, accountable to the Headteacher. The Deputy Headteacher assists in providing vision, leadership and direction for the school and helps to ensure that it is managed to meet its aims and targets. Working with the Headteacher and others, the Deputy Headteacher will support evaluation of the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all and developing policies and practices. The Deputy Headteacher will take a shared responsibility for creating a productive learning environment which is engaging and fulfilling for all pupils.

Job Role

To play a major role under the direction of the Headteacher in implementing the vision, aims and objectives of the school and establishing the policies through which they are achieved. Be responsible for assessment across the whole school. Proactively manage support staff and resources. Take full responsibility for the school in the absence of the Headteacher. Carry out the professional duties of a teacher as required. Be responsible for a key area of subject leadership/school improvement as directed by the Headteacher. Take responsibility for child protection issues as required. Take responsibility for promoting good behaviour within the school. Carry out the duties of a school teacher and Deputy Headteacher as set out in the School Teachers' Pay and Conditions Document.

Strategic Vision and Direction; Shaping the Future

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Demonstrate the vision in your everyday work and practice
- Motivate and work with others to create a shared culture and positive climate
- Ensure that strategic planning takes account of the diversity and experience of the school and community
- Take a leading role across the whole school, in the light of new and emerging research, to enhance and extend the learning experience of pupils

Leading Learning and Teaching

- Demonstrating consistent application of all school policies and providing an exemplar model of the application of policies in your practice where appropriate
- Research and lead creative and imaginative ways of anticipating and solving problems and identifying opportunities that will enhance the quality of education across the school
- Demonstrate a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Monitor, evaluate and review classroom practice throughout the school and promote improvement
- Challenge underperformance at all levels and provide support to improve performance
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning

Developing Self and Working with Others

- Through a visible presence on a day-to-day basis and at school events, create and maintain an effective partnership with parents and carers to support and improve pupils achievement and personal development
- On a day to day basis, provide guidance and leadership to ensure the highest possible standard of pupil care, record keeping and communication
- Take a lead role in managing pupil behaviour across school and additionally by consistently modelling and implementing the agreed policy for pupil behaviour
- Take a lead role in the pastoral care of all staff by supporting the Headteacher to develop positive working relationships and sustain motivation, with and between all staff
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Support the Headteacher in ensuring effective planning, allocation, support and evaluation of work is undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- Regularly review own practice, set personal targets and take responsibility for your own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

Managing the Organisation

- Undertake full responsibility for all matters relating to the school in the absence of the Headteacher
- Help all staff to understand and fulfil their statutory responsibilities through observation, feedback, support and modelling
- Line manage and act as Performance Management reviewer for staff identified by the Headteacher
- Support the Headteacher in developing and maintaining high morale and confidence amongst all staff and set an example of high professional standards and leadership
- Support the Headteacher to ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all provide value for money
- Communicate relevant information to all staff in a timely and organised manner
- Undertake other reasonable duties related to the day to day administration of the school as requested by the Headteacher

Accountability

- Attend Senior Leadership Team Meetings and termly meetings of the Full Governing Body when required to provide information and advice regarding specific areas of responsibility
- Support in the development of and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others
- Fulfil all commitments arising from contractual accountability

In the event of the Deputy Headteacher taking on the role of Acting Headteacher, on other than a short term basis, the job description would need to be reviewed to reflect the new responsibilities of the role.

COMMON DUTIES AND RESPONSIBILITIES:

Quality Assurance

To set, monitor and evaluate standards at individual, team performance and service quality so that the school's requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

Communication

To establish and manage the team communications systems ensuring that the school's procedures, policies, strategies and objectives are effectively communicated to all employees.

Professional Practice

To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school's stated objectives of continual improvement in quality of its service to internal and external customers.

Health and Safety

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

General Management (where applicable)

To provide vision and leadership to employees within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the school's policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

Financial Management (where applicable)

To manage a designated budget (as required) ensuring that the school achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

Appraisal

All relevant employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

Equality and Diversity

To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

Confidentiality

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imparted in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

Induction

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people and requires all employees and volunteers to share this commitment. This post is subject to DBS Enhanced disclosure.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.

Headteacher:

Deputy Headteacher:

Date: