

Henlow V.C. Middle School

JOB DESCRIPTION

Deputy Headteacher (Teaching, Learning & Assessment)

Job Title:	Deputy Headteacher (Teaching, Learning & Assessment)
Responsible to:	The Headteacher and Governing Body
Salary Grade:	Leadership Scale L11 - L15

This job description should be read alongside the range of duties and responsibilities of Deputy Headteachers as set out in the annual Teachers' Pay and Conditions document .

MAIN DUTIES AND RESPONSIBILITIES

Strategy

- To assist the Headteacher in shaping a vision and direction for the School, setting out very high expectations and with a clear focus on pupil achievement.
- To make a significant contribution to the self evaluation process.
- To work with the whole school community to develop and implement operational plans which will promote and sustain school improvement.
- To have an overview and responsibility for leading teaching and learning, the school curriculum and whole-school assessment.
- To promote and support inclusive practice.
- To take a lead in ensuring that the Every Child Matters outcomes are achieved by all pupils.
- To lead by example of good practice creating and maintaining an environment which promotes and secures good teaching, effective learning and high standards of achievement, progress and behaviour.

Leadership

- To work in partnership with the Headteacher to develop the vision and ethos of the school.
- To adopt a positive, visible, positive presence around the school at all times.
- In the Headteacher's absence to make decisions and represent the school at various meetings, as appropriate.
- To be an exemplar of the highest professional standards.
- To work with the Headteacher and Deputy Headteacher (Pastoral) to develop an orderly learning environment that will enable all members of the school community to achieve their potential.
- To support the Headteacher in maintaining and developing high morale and confidence amongst all staff.
- To work with the Headteacher to ensure that Governors are kept fully informed, and to assist them in the discharge of their duties through professional advice and support, including attending appropriate meetings.
- To work co-operatively with the staff of the Local Authority and other external partners.
- To work with the Headteacher in school self evaluation, analysis of performance data and the formulation of the School Development Plan.
- To have due regard to professional and personal development in line with school priorities.
- To be responsible for the writing, review, monitoring and evaluation of key policies e.g. Teaching & Learning Policy, Assessment Policy.

Management

- To deputise for the Headteacher as required.
- To have responsibility for evaluating, reviewing and updating the school curriculum in light of local and national initiatives.
- To support the Headteacher to create effective teams that will deliver quality teaching across the school.
- To support the Headteacher in monitoring and evaluating standards of teaching and learning.
- To create a whole-school teaching timetable that will facilitate good rates of learning and progress and provide excellent opportunities for all pupils.

- To take a leading role in the management of the school database of individual pupils' attainment and progress.
- To manage any whole-school target setting, analysis and evaluation of performance data.
- To have an overview of reporting arrangements and ensure that deadlines are met.
- To manage all arrangements, procedures and documentation relating to Key Stage 2 statutory assessments.
- To co-ordinate arrangements for all parents' evenings.
- To organise and chair regular subject leader meetings.
- To maintain the School Diary/Calendar.
- To lead weekly staff briefings.
- To lead weekly SLT briefings to facilitate the smooth day- to-day running of the school.
- To ensure the daily notice board is current and updated, both on the learning platform (VLE) and staff whiteboard, as appropriate.
- To produce a weekly staff bulletin.
- To liaise with the Business Manager and Cover Supervisor, to ensure that day- to- day cover arrangements are in place prior to the start of the school day.
- To organise and co-ordinate all staff duty teams.
- To support the teaching staff by ensuring that pupil conduct and behaviour are of the highest standard, and promote the school's behaviour policy.
- To participate in staff selection procedures when necessary.
- To act as line manager for designated staff.
- To assist the Headteacher in ensuring that appropriate resources are available and effectively deployed.
- To undertake other reasonable duties at the request of the Headteacher.

Teaching and Learning

- To be an excellent, effective and efficient teacher to whom others can look as an example of good practice.
- To offer the highest level of professional teaching support for colleagues so that excellent educational outcomes are achieved for all children.
- To develop with colleagues the range of techniques and strategies needed for effective teaching.
- To support subject leaders to improve standards and the quality of teaching and learning across the school.

- To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and teaching.
- To have a small timetabled teaching responsibility.

Inclusion

- To support the SLT in the maintenance of good order and discipline at all times and to determine measures for the promotion among pupils of good behaviour, regard for authority and self-discipline within the year groups.
- To encourage and promote a positive atmosphere in which both pupils and staff are happy in their work and are able to grow.
- To support the Deputy Headteacher (Pastoral) to monitor and evaluate pastoral progress by gender, ethnicity, gifted and talented, special needs and any other relevant category.

Professional

- To keep up to date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings.
- To participate in national or local arrangements relating to appraisal and performance management procedures.
- To act as a performance management reviewer for designated members of staff.
- To identify and encourage continual professional development, both school based and out of school training, for all staff.

Corporate Life

- To take a leading role in improving the involvement of parents, carers and the community in the life of the school.
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
- To take part in the corporate life of the school by leading and attending assemblies, working collaboratively with the Parents' Association, supervising pupils before and after school and taking part in fundraising events, e.g. the annual Fun Run and Summer Fair.
- To oversee arrangements for the autumn term 'new intake' open evening (in collaboration with the Headteacher).

- To initiate, promote and support cross-phase curriculum liaison, where appropriate.

Equality

- To help ensure that subject matter and learning resources reflect national, local and school policies on race and gender equality.

Note

This job description is not your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. This document must not be altered once it has been signed but will be reviewed annually.

Signature of Post Holder:

Date:

Signature of Headteacher

Date:

