

Inglewood Community Nursery and Infant School
Deputy Headteacher Job Description

Job Title: Deputy Headteacher

Accountable to: Headteacher

Main Purpose

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Under the overall direction of the Headteacher play a lead role in;
- Be a member of the senior leadership team and, in the absence of the Headteacher, will deputise under the direction of the Governing Body
 - Assist the Headteacher in leading and managing the school, formulating the school aims and objectives
 - Work under the Headteacher to be responsible for the curriculum for our pupils, including monitoring progress and supporting middle leaders
 - Play a major role, under the overall direction of the Headteacher, in formulating and reviewing the School Improvement Plan, and the aims and objectives of the school by:
 - establishing the policies through which they shall be achieved
 - leading and managing staff and resources to that end
 - monitoring progress towards their achievement

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school;

- To lead on curriculum across school and support middle leaders in providing a broad, balanced and inclusive curriculum for all (including disadvantaged pupils)
- To lead a key phase and to work in collaboration with the EYFS lead, ensuring continuity between age-ranges
- To lead on reading and phonics across whole school
- To form a key part of the school attendance team
- To coordinate the school's approach to raising the achievement of disadvantaged learners and to monitor, evaluate and report the impact for pupil premium in school

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To be responsible for teaching across both key phases (EYFS and KS1), if required

The internal organisation, management and control of the school

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- Planning improvement which will translate school aims and policies into actions

- Implementing the Local Authority's and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to equality, sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines

Curriculum Development

Play a major role, under the overall direction of the Headteacher, in leading:

- The development, organisation and implementation of a rich, broad and inspiring curriculum which leads to high attainment and is inclusive for all learners
- The development of school policies on curriculum, teaching and learning, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different age phases and teaching teams forms a co-ordinated, coherent curriculum entitlement for all individuals
- Ensuring that information on pupil progress is used to:
 - improve teaching and learning
 - inform and motivate pupils; inform parents
 - provide necessary references for other educational institutions
 - to aid the Governors in their management of the school
- Ensuring that wider school achievement is developed

Pupil Care

- To work with the wider school team to ensure that 'everyone matters'
- To be responsible for the line-management of named teams

To contribute to:

- The effective induction of pupils through working closely with parents
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
- The development of a culture of independent learning
- The handling of individual pupil disciplinary cases

The management of staff

- To be responsible for the line management and performance management of specific subject leaders and support staff
- To participate in the recruitment and development of teaching and non-teaching staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- To participate in arrangements for the appraisal of the performance of teachers
- To work with the wider school team in supporting teaching and non-teaching staff's professional development

Relationships

- To be responsible for fostering positive relationships across the school community
- To advise and assist the Governing Body, as required, in the exercising of its functions, including attending meetings and making reports

- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing
- To liaise with other educational establishments in order to promote the continuity of learning, progression and curriculum developments
- To develop and maintain positive links and relationships with the community, local organisations and relevant stakeholders

This profile is subject to review annually.