



Holy Trinity C of E Primary School

Job Description - Deputy Head Teacher

Job title: Deputy Head Teacher

Responsible to: Head Teacher

Leadership and Management

- Support and assist the Head Teacher in leading the school towards its mission statement, its aims and objectives.
- To deputise for the Head Teacher at meetings, in and out of school when required.
- To lead curriculum development ensuring it delivers the requirements of the National Curriculum, reflects our learners and encompasses creativity, innovation, ICT and sound pedagogy.
- Assist in the formulation of a long-term strategic plan (CIP-Continuous Improvement Plan) for the school.
- Lead INSET sessions as appropriate.
- Assist in the identification and organisation of INSET for staff.
- Assist the Head Teacher in the process of school self-evaluation, preparation for OFSTED, and in the formulation and implementation of any Action Plan following an inspection.
- Take a leading role in the setting of high standards of discipline within the school and contribute positively to the general ethos of the school.
- Support the Head Teacher during the lunch periods when needed.
- Prepare reports and presentations to the Senior Leadership, Governors and other bodies as necessary.
- Be responsive to change and facilitate change when faced with new initiatives and statutes.
- Assist in the preparation and implementation of school policy.
- Set a positive example to less senior members of staff.
- Lead team members in the development of strategies that will enhance the success of curriculum.
- Performance Management members of staff; teaching and non teaching.
- Assist in the administration of SATs, other national tests and preparing associated paperwork for statutory exams.
- Be available both during and outside the school day to undertake duties necessary for the effective running of the school, deemed reasonable by the Head Teacher.

Human Resources

- Assist in the appointment of new staff.
- Assist in the induction of any other new staff.
- Act as SCITT mentor.
- Assist in the identification of staff training needs.
- Support staff in carrying out their professional duties.
- Act as a channel for communication between senior management team and the rest of the staff, whilst bearing in mind the need for confidentiality.
- Set an exemplary example to other members of staff in terms of punctuality, organisation, classroom practice, dress code, use of mobile phones, etc.
- Run/attend meetings where appropriate ensuring agendas/minutes are taken and appropriately distributed.

Curriculum

- Be a curriculum innovator and oversee the development of subjects.
- Ensure the teaching of a broad, structured and balanced curriculum
- Personally keep up to date with all new curriculum initiatives and developments and adopt a positive approach to change.
- Take responsibility for the leadership of particular subject(s) and lead on the development of whole school curriculum.



- Regularly monitor and ensure that personal curriculum planning and that of team members is of a high standard and consistent with the expectations of the Head Teacher and in line with school policy.
- Teach classes and groups as required and set a standard of excellence within the classroom.
- Lead curriculum planning throughout the school.
- Liaise with all subject leaders and support them in relation to own key stage needs.
- Assist in the monitoring of standards of teaching and learning.

Curriculum Lead

- To take overall responsibility for leading the planning of the school's curriculum and subject development.
- Collate and develop long term planning across the subjects with the support of subject leads.
- Moderate planning across the school for effective content and pedagogy.
- Report regularly to the SLT regarding subject development and progress.
- Oversee subject action plans.
- Oversee the monitoring of resources in relation to subject areas.
- Oversee and report on action planning in relation to subject areas.
- Assist in the planning of the yearly rota of INSET based around subject priorities.
- Oversee the writing of documents for parents outlining the school's curriculum content, including our rationale and pedagogy. Oversee the running of parent events where appropriate e.g. phonics, big write, ICT and Maths classes for parents.

Assessment and Pupil Premium

- Assist in ensuring that effective assessment and reporting procedures are being carried out in all classrooms.
- Annually review the rota of assessment to incorporate curriculum and/or pedagogical change.
- Contribute to whole school performance in SLT discussions.
- Have ambitious expectations for all pupils with SEN and disabilities as well as Pupil Premium children working closely with the SENDCo as part of the Inclusion Team
- Ensure that appropriate progress is made by pupils including Pupil Premium pupils reporting to the SLT.
- Contribute to the provision mapping/intervention process based on outcomes of test analysis.
- Challenge underperformance and develop interventions where appropriate in relation to Pupil Premium pupils.
- Observe teachers and carry out learning walks, identifying development points.
- Contribute to the planning of CPD for teaching and non-teaching staff particularly in relation to Pupil Premium children and review the effectiveness of CPD.
- Oversee the school's Pupil Premium Strategy.

Additional staff, Volunteers, SCITT students

- To coordinate the SCITT programme when appropriate, mentoring students and overseeing training opportunities as well as monitoring performance.
- Continue to develop effective relationships with those running the SCITT programme.
- Oversee all aspects of NQT's during their first-year teaching including CPD, statutory assessments and well-being.
- Assist with the induction of new staff including sharing Safeguarding and Health and Safety procedures.

External Relationships.

- Liaise with external support agencies when necessary.
- Report regularly to governors.
- Build relationships with parents through the PTA, working groups and clubs etc.
- Assist the Head Teacher in fostering relationships with the local community.
- Liaise with staff from local schools as appropriate.

Safeguarding

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- To take on the role of Deputy Designated Safeguarding Lead, deputising in the absence of the Head Teacher.