# Job Description

## Vacancy Reference No:

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Deputy Head Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate:</td>
<td>People</td>
</tr>
<tr>
<td>Service:</td>
<td>Services for Schools</td>
</tr>
<tr>
<td>Location:</td>
<td>Primary School</td>
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</tbody>
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## Job Purpose:

1. To carry out the duties of a School Teacher and Deputy Headteacher as set out in the current School Teacher's Pay and Conditions Document.

2. To work under the general direction of the Headteacher, whose responsibility it is to ensure that a reasonable balance in the workload of each teacher is maintained.

3. To fulfil the role of Deputy Headteacher, participate in the Senior Leadership Team and take responsibility for one or more curriculum/management areas.

4. To teach pupils in the age range 3 to 11 years, being the range of pupils in the school.

The job description will be reviewed at the end of the academic year, in accordance with the needs of the school, its pupils and staff. In addition it may be reviewed at any time after consultation with you. Key tasks will be negotiated annually. Curriculum responsibility will be negotiated on taking up the post.

## Main Duties and Responsibilities:

1. Liaise with the Headteacher in all aspects of the management of the school. Take overall charge of the school in the absence of the Headteacher and represent the Headteacher, where necessary, at appropriate meetings.

2. Make a major contribution to the Senior Leadership Team’s overview of the school.

3. Take a leading role in the formulation, implementation, review and evaluation of all school policies, initiatives and the School Development Plan.
4. Play a significant role in raising attainment and the quality of teaching throughout the school.

5. Take a leading role in the design, development, evaluation and monitoring of the School Curriculum and teaching and learning, ensuring the development of inclusive practice.

6. Take a leading role in the process of School Self Evaluation.

7. Take responsibility for the Performance Management of teachers and teaching assistants, in accordance with the school’s Performance Management policy.

8. Lead on and participate in the planning, delivery and evaluation of school based INSET.

9. Benefit from professional development opportunities and provide support and encouragement to all staff in their development.

10. Liaise with and between staff in the Foundation Stage, Key Stage 1 and Key Stage 2 to ensure progression in Key Stage planning.

11. Take a leading role in ensuring the school environment promotes the security, well being, personal and educational development of all pupils.

12. Lead assemblies and liaise with all staff.

13. Implement and promote the school’s Behaviour and Equal Opportunities Policies.

14. Any other duties and responsibilities within the range of the salary grade, under the direction of the Headteacher.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within GDPR guidelines.

**Responsible for:**

**Responsible to:** Headteacher

**Date Reviewed:** January 2020

**Updated:** 2020