

## Willow Bank Infant School

 Deputy Headteacher Job Description

**The Deputy Headteacher works alongside the Head Teacher to take responsibility for teaching and learning at the school. With the Headteacher, the Deputy Headteacher is accountable for implementing, monitoring and ensuring that children engage in a meaningful curriculum that ensures high standards of teaching and learning are consistent across the school. The Deputy Headteacher is a member of the Senior Leadership Team and reports to the Headteacher. In addition the Deputy Headteacher will:-**

* Deputise for the Headteacher in their absence.
* Carry out duties of a school teacher as set out in the current STPCD.
* Assume delegated responsibility for particular aspects of day to day organisation, assemblies, timetabling, lunchtimes and cover arrangements.
* Promote excellent standards of professionalism in all aspects of school life.

**Ethos**

* Proactively work to improve pupil learning in all areas of the school.
* Ensure that the school ethos is conducive to ensuring that pupils become confident, lifelong learners.
* Maintain an inclusive ethos that enables all children to thrive in the school.
* Inspire and motivate staff so that children receive an exciting, inspiring and relevant curriculum.
* Ensure that they and the staff that they line manage understand and are fully committed to Safeguarding Children.
* Help promote an effective, reflective, professional institution.
* Uphold the shared values of the Orchard Learning Alliance (OLA)

**Leadership and School Improvement**

* Lead on areas of the curriculum as decided by the Headteacher.
* Co-lead on curriculum design ensuring provision is relevant and effective.
* To ensure all staff receive appropriate training so that teaching is of an excellent quality in the school.
* To be responsible, with the Headteacher, for raising standards in the school.
* Take responsibility for specific targets in the school improvement plan
* To report to relevant bodies on the performance of all groups of children.
* To line manage allocated groups of staff in the school.
* Keep abreast of national and local developments to inform decision making.
* To act as a named person within the school Child Protection Policy.
* Monitor and oversee spending of allocated budgets when required.

**Learning**

* To present a model of excellent classroom practice and be able to share and support other staff in becoming better professionals.
* Share responsibility for the learning and personal development of all pupils.
* Monitor and evaluate aspects of the school’s work, including learning and teaching.
* To lead on INSET when required.

**Staff**

* Have line management duties for identified staff in the school.
* Provide support for teaching and support staff colleagues, with the aim of providing a secure, professional environment for their work and professional development.
* Lead Performance Management/Appraisal reviews, target setting and monitoring.
* Communicate effectively to all staff through discussion, written communication and electronic technology.
* Assist in the recruitment and induction of staff.
* Reviewing own practice, setting personal targets, participating in continuing CPD and engaging in relevant professional learning.

**Community**

* Collaborate with schools from the Schools’ Learning Alliance (SLA) and Trust schools and represent the school in shared projects.
* Attend school events and activities as required by the Headteacher.
* Assist with the maintenance and development of effective communications and links with parents and to provide responses to concerns and problems regarding their children’s education and development.
* Represent the school at external meetings and other events.

In addition to these responsibilities, the Deputy Headteacher has specific responsibilities which may change periodically to reflect their own professional development needs and priorities in the school development plan. In addition they will be required to fulfil other duties as specified by the Headteacher.

This generic job description is not necessarily a comprehensive definitive of the post. It will be reviewed each year and may be subject to modification or amendment at any time after consultation with the holder of the post.