



St. John's C.E. Primary Friern Barnet

DEPUTY HEAD TEACHER: JOB DESCRIPTION

The Deputy Head Teacher is an employee of the Governing Body and is required to carry out his/her duties in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document. Nothing in this job description should be regarded as detracting from that document.

DUTIES AND RESPONSIBILITIES

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Head Teacher, with the Deputy Head's agreement, to reflect or anticipate changes in the job, commensurate with the salary and the job title.

Salary Scale:

Leadership Scale, depending upon experience

Ethos

- To preserve and develop the religious character of the school in accordance with the principles of the Church of England by providing Christian leadership in the context of the school's ethos statement
- To maintain high morale and confidence and set an example of professional standards and leadership

Whole School Development

- To report directly to the Head Teacher
- To support the Head Teacher and the Governing Body to develop a collaborative school vision, which embraces excellence, high standards and inclusion; to translate the vision into an action plan and implement it successfully
- To sustain and enhance the Christian ethos of the school through sharing responsibility for leading collective worship
- To work in close collaboration with the Head Teacher on the development of the whole school in order to continue to raise and maintain high standards for all pupils
- To be fully involved in monitoring and evaluating the quality of curricular provision across the school
- To assume delegated responsibility for particular aspects of day-to-day organisation such as assemblies, timetabling and cover arrangements etc.
- To take responsibility for the leadership of nominated areas of the curriculum and the children's learning
- To play a full part in developing and monitoring the School Development Plan (SDP) & the School's Self Evaluation (SEF)
- To assist in the writing, implementation and periodic review of school policies, ensuring that policies and practices take account of national, local and school data, and inspection and research findings
- To provide support to the Head Teacher and governors as requested in the financial management of the school
- To be a member of the Senior Leadership Team and to play a significant part in formulating, implementing and reviewing school policy and practice
- To play a significant role in the assessment and tracking of pupil attainment and progress in relation to your own subject leadership responsibilities and to have a full and wide ranging

understanding of performance data across the school and to be proactive in facilitating further improvement

- To promote community cohesion by playing a full part in developing and maintaining relationships between the school, the parents/carers, external agencies and the local and wider community
- To play a leading role in the positive implementation of equal opportunities policies in the school
- To be proactive in promoting the welfare and well-being of the children and staff and to assume lead teacher responsibility for pastoral care (with the exception of those pupils whose care and needs fall within the remit of the SENDCo) – working closely with agencies and with colleagues and key staff such as the learning mentor and SENDCo
- To support and uphold the school's policies on behaviour, discipline and bullying and, alongside the Head Teacher, to manage incidents and liaise with parents and carers as deemed appropriate
- To take responsibility for the school in the absence of the Head Teacher
- To act as a Named Person within the school's Safeguarding and Child Protection Policy and to fulfil the duties associated with this responsibility (eg. supporting pupils and families, monitoring, recording, reporting and liaising with outside agencies)
- To support and participate in school journeys as and when required
- To take an active role in the recruitment and selection of teaching and non-teaching staff
- To support and/or deputise for the Head Teacher at meetings and functions

The Curriculum

- To teach up to the equivalent of 0.5 of your working week if requested and to carry out all associated duties and responsibilities
- To lead curriculum development and ensure high standards across all curriculum areas
- To assume leadership responsibilities for a subject or subjects and/or important aspects of the curriculum which are not part of the National Curriculum
- To present a model of excellent classroom practice and to be able to share and disseminate this with colleagues
- To initiate new ideas and to encourage development in curricular and cross curricular content and methodology
- To collaborate with other schools within our local partnership
- To support and be proactive in resourcing classrooms and curriculum areas
- To keep abreast of local and national developments and practice
- To ensure the promotion of equal opportunities
- To coordinate, participate in and develop our community cohesion programme across the school
- To encourage and support parental involvement in the wider life of the school and in pupils learning

Staff Management

- To support the smooth induction of staff new to the school and to ensure that all staff, supply teachers and volunteers receive appropriate induction for safeguarding and child protection
- To be the learning mentor for new teachers and newly qualified teachers (ECT's), supporting them throughout their first year of teaching at the school
- To work collaboratively with the TA line manager (the SENDCo) in developing the expertise of non-teaching support staff (teaching assistants)
- To be responsible for student placements including work experience
- To share the appraisal and mentoring of all teaching staff (part time teachers and unqualified teachers) and teaching assistants (EYFS, KS1 and KS2), working in partnership with the Head Teacher and SENDCo, to promote the efficient discharge of duties for the aforementioned staff for the benefit and advancement of pupils' learning
- To work in a consultative and supportive way with other staff
- To assume responsibility for timetabling
- To be responsible for providing cover for absent staff – teaching and non-teaching
- To be proactive and supportive of the Head Teacher in the efficient sharing of information with all staff
- To recruit and manage all volunteer helpers in the school
- To lead on the maintenance of an attractive, effective and exciting environment for learning.
- To be effective in time management and working to deadlines.

- To deliver effective communication and ensure that information is efficiently disseminated among colleagues

Continuing Professional Development

- To be committed to personal professional development by attendance at relevant courses
- To share responsibility with other teachers and members of the SLT and SMT for the planning and delivery of staff meetings and INSET days
- To assume responsibility for managing the CPD of staff and alerting them to relevant training opportunities through BPSI; managing all course information and applications and organising cover as required
- In collaboration with the leadership team, to offer a realistic training plan which is also coherent with performance management and/or the objectives of the School Development Plan
- To liaise with partnership schools to arrange shared training when possible and advantageous

Subject Leader

- To keep abreast of developments in the teaching and learning of designated areas of the curriculum and to lead and support staff in developing expertise in these areas
- To lead and coordinate assessment and pupil tracking in those subjects you lead throughout the school and to support the setting of appropriate pupil targets where necessary
- To offer advice and support to other staff on planning learning and teaching and implementing programmes of study in those areas of responsibility
- To evaluate and requisition books, materials and equipment for the subjects you lead within the confines of an allocated budget as well as ensuring that essential resources (consumables) are well organised and accessible to staff and children
- To promote equal opportunities across the curriculum
- To further personal professional development through attendance at relevant courses and co-ordinators' working groups

Other

- To fulfil other duties as specified by the Head Teacher.

Nb. Job descriptions are liable to periodic review and may be renegotiated to meet the changing needs of the school.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out all necessary checks to ensure suitability of candidates to work in the school.

January 2024