

## ELMHURST PRIMARY SCHOOL

### Job Description – Deputy Head Teacher

Grade: Leadership Scale 16-20

Post Held: Deputy Head Teacher

Reports to: Head teacher and CEO

This is a non-class based position

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#### **Equal Opportunities:**

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

All teachers are required to undertake the duties of School Teachers as set out in the School Teachers' Pay and Conditions Document.

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**The purpose of the post:** To assist the Head Teacher in the effective leadership, organisation and management of the school and of inclusion and inclusive practice. To carry out professional duties of a teacher other than a head teacher, as described in Part X11 of the school Teacher's Pay and Conditions Document, including those duties particularly assigned to him/her by the Head Teacher

#### **Duties & Responsibilities**

##### **Generic responsibilities:**

To assist the Head Teacher in the leadership and management of the school, English Hub, Maths Hub and in all aspects of improvement work, including taking full responsibility for the school in the absence of the Head Teacher.

To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Head Teacher.

To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum. Elmhurst Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and visitors to share this commitment. Safeguarding is at the heart of everything we do and forms a fundamental part of our culture and daily practice.

##### **Responsibilities specific to the post:**

###### **Leadership and Management**

- To assist the Head Teacher in shaping a vision and direction for the school, English Hub and Maths Hub, setting out very high expectations and with a clear focus on pupil achievement and best value principles.
- To play a significant role in developing aims and objectives for the school and in formulating the School development Plan (SDP) along with the Head Teacher, governors and other senior staff. To be involved in developing and monitoring policy and practice as laid down in the SDP, and in agreement with the Head Teacher.
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
- To provide an excellent role model for all members of staff and for pupils in all aspects of school life.
- To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer guidance and support to colleagues.
- To take a leading role in improving the involvement of parents, carers and the community in the life of the school.
- To provide effective leadership and management to a team as agreed with the Head Teacher.
- To take full responsibility for leading and managing one or more major aspects of the school's curriculum provision, as agreed with the Head Teacher and governing body.
- To make a significant contribution to the school's continuing professional development programme, delivering INSET and working with individuals and teams in a variety of professional development activities.
- To assist the Head Teacher in school self review and evaluation and in the effective planning and management of school resources to secure improvements.
- To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and teaching.
- To provide guidance and support to phase leaders and other staff in order to improve the quality of teaching and learning.

- To actively promote equality of opportunity by assisting the Head Teacher in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, Special Education Needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning.
- To assist the Head Teacher in all aspects of the day-to-day administration and organisation of the school, as agreed with the Head Teacher, including taking responsibility for agreed areas, e.g. timetables, duty rotas etc.
- To take a significant role in the implementation of the school's appraisal policy, to secure school improvement and individual professional development.
- To participate in recruitment and selection, as agreed with the Head Teacher.
- To deputise for the Head Teacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.

### Teaching and Learning

To carry out teaching duties, as agreed with the Head Teacher, providing a model of excellence for colleagues. This may include, as required:

- Taking full responsibility for teaching a class if required;
- Providing cover for absent colleagues or those released for professional development;
- Providing in-class support for colleagues through demonstration lessons;
- Teaching booster groups

To provide leadership and support for colleagues (teachers and assistants) with regard to teaching and learning and the curriculum, including:

- Managing the planning and delivery of the curriculum across the school, including developing schemes of work and medium term plans;
- Supporting year heads and subject leaders in developing their role, in particular in relation to raising standards;
- Supporting teams and individuals with short term planning;
- Organising and delivering training, as needed, to groups of school staff;
- Supporting staff in the use of assessment information to inform teaching and learning;
- Inducting and supporting newly qualified and less experienced staff and/or supply teachers;
- Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback.

To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.

To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.

To take a leading role in the management of the school database of individual pupils' attainment and progress.

### Other Duties and Responsibilities

- To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- To take whole school assemblies and to support other staff with assemblies.
- To prepare and present reports, as required to, e.g. governors, CEO, Trustees, parents, outside agencies.
- To attend occasional meetings during evening hours, at weekends or in school holidays, as required.

### Key Organisational Objectives

The Postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and highly stimulating environment for pupils

This job description may be amended at any time after discussion with you, but in any case will be reviewed by

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Date\_5<sup>th</sup> May 2023