



## Uplands Manor Primary School

### JOB DESCRIPTION DEPUTY HEAD TEACHER

The particular duties and responsibilities set out in this job description are to be carried out in addition to the professional duties of a teacher as provided for in the School Teachers Pay and Conditions document.

#### KEY PURPOSE

- To assist the head teacher in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the head teacher.
- To take responsibility for leading and managing the school's safeguarding, and attendance team under the overall direction of the head teacher.

#### Shaping the Future

- To assist the head teacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil learning, safeguarding and attendance.
- To have a significant role in setting the aims and objectives for the school and formulating the School Improvement Plan along with the head teacher, Governors, and other senior staff.
- To take responsibility for developing and monitoring school policies and procedures in agreement with the head teacher.
- To assist the head teacher in school self-review and evaluation.
- To participate in recruitment and selection as agreed with the head teacher.

#### Leading, Learning and Teaching

- Make a significant contribution to the school's CPD programme, deliver training and INSET as required and facilitate working with individuals and teams of people in a variety of professional development activities.
- Maintain an informed view of standards and the quality of teaching and learning across the school by monitoring pupils' learning and teachers' planning and teaching.
- Provide challenge and support to AHTs and other staff in order to improve the quality of teaching and learning and safeguarding.
- 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 Educational Needs, pupils learning English as an additional language, disability and others with emotional needs that may affect learning.

- Provide in class support for colleagues through demonstration lessons, team teaching, planning support, lesson observations, and feedback as required.
- Promote the spiritual, moral, social, and cultural development of pupils.

### **Developing self and working with others**

- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning, pupil discipline, safeguarding, and attendance.
- To be an excellent role model for all members of staff and pupils in all aspects of school life. Actively promote the aims of the school.
- Offer guidance and support to colleagues.
- To provide effective leadership and management of teams of staff as agreed with the head teacher.
- Support the AHTs and year leaders in developing their role in relation to raising standards.
- Keep abreast of new initiatives on a local and National level by attending and contributing to a variety of CPD activities.
- Work alongside all external providers to ensure effective safeguarding and attendance.

### **Managing the Organisation**

- To assist the head teacher in all aspects of the day-to-day management and organisation of the school.
- 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.
- To undertake a significant leading role in maintaining a high standard of pupils' behaviour, discipline, safeguarding and attendance as school policy and support colleagues, as necessary.
- Line manages – EWO, Designated Safeguarding Leads, Lead DSL, and attendance team.
- Make effective risk assessments with the safety and security of the school community at the centre of decisions made.
- Produce clear, strategic improvement plans for the development of the school and its facilities.

### **Securing Accountability**

- Use a range of evidence, including performance data to support, monitor, evaluate and improve aspects of the school, including challenging poor performance and poor attendance and behaviour.
- Assist the head teacher in analysing data across the school for all pupil groups in order to track and monitor underperformance and set school improvement priorities.
- Assists the head teacher in using quality assurance systems including, preparation for Ofsted, self-review, self-evaluation, and appraisal.
- Oversee requirements of school's SCR and manage office team's procedures.

### **Strengthening Community**

- *Take a leading role in improving the involvement and feedback from parents, carers, and the wider community.*
- *Evaluate and act upon feedback from parents and carers as part of the school's self-review.*
- *To liaise effectively with parents and carers to ensure good relationships between home and school in order to improve teaching, learning, behaviour, safeguarding, and attendance.*

*Ensure the health & safety of pupils on school premises and when engaged in activities elsewhere.*

*Undertake professional duties that may be reasonably assigned by the Head Teacher.*