

THE BETTY LAYWARD PRIMARY SCHOOL

Deputy Headteacher

Job Description



Main Purpose of the Job

- To work in partnership with the Headteacher to provide professional leadership for the school; thereby securing its continuing success and improvement.
- To support the Headteacher in ensuring an environment for learning, teaching and assessment that empowers both staff and pupils to achieve their highest potential.
- To ensure that teaching secures high quality learning for all children and that progress of all children is measured, measureable and impacts on attainment.

Accountable to: the Headteacher.

The Deputy Headteacher will be expected to:

- Assist the Headteacher in the strategic leadership of the school.
- Be a critical member of the senior leadership team.
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Development Plan, policy writing and self-evaluation.
- Take the lead in ensuring the continuation of high quality professional development for teaching and support staff.
- Collaborate with other schools and organisations in order to share expertise and bring positive benefits to our own and other schools.
- Line-manage several members of the staff team.
- Appraise, coach and mentor teachers and support staff.
- Support and represent the Headteacher at meetings as and when required.
- Undertake the professional duties of the Headteacher during her absence.
- Undertake duties as delegated by the Headteacher.
- Undertake the normal responsibilities of a class teacher as required.
- Lead on assessment, curriculum and learning and teaching.
- Lead on a main curriculum area if required.
- Organise cover, timetabling for classes and the school diary communication.
- Interpret, analyse and feedback about data to provide insight to support the continued development of the school.
- Play a key role in recruiting new members of staff
- Manage and support lunchtime and some support staff.
- Contribute to and attend whole school and PTFA events.
- Work alongside the Governing Body and organise their visits.