



NEW CHAPTER PRIMARY SCHOOL Deputy Headteacher Job Description

Job Title:	Deputy Headteacher
Reporting to:	Headteacher
Salary / Grade:	MKET Senior Leadership Pay Scale 4-9 Full time with 0.6 teaching commitment
Disclosure Level:	Enhanced

To be read in conjunction with the professional duties set out in the current *School Teachers' Pay and Conditions Document*.

Job Purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Raising standards in all areas of the curriculum, particularly focussing on Literacy and Numeracy;
- The analysis and reporting of data;
- Managing staff and resources;
- Monitoring progress towards the achievement of the school's aims and objectives;
- Deputising for the Headteacher under his absence.

Duties and responsibilities

- Maintain exemplary standards whilst fulfilling teaching commitments;
- Support with the day-to-day management of the school;
- Communicate the school's vision compellingly and support strategic leadership;
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils;
- Build positive relationships with all members of the school community;
- To work closely with the Headteacher, School Business Manager and Pastoral Lead;
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally;
- Prepare reports for governor meetings;
- Analysing whole school data including all groups of children;
- Lead by example, focusing on providing excellent education for all pupils;
- Lead on particular whole-school strategies and policy areas;
- To ensure the effectiveness of day-to-day management and organisation (timetables, absence);
- Ensure excellent teaching in the school, including through training and development of staff;
- Promote our ethos within which all staff are motivated and supported to develop their skills and knowledge;
- To support the academic, physical and pastoral well-being of all pupils in the school;

- In conjunction with the Headteacher, to co-ordinate the deployment of teachers, support staff and other adults;
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Work with the governing board as appropriate;
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources;
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Name:

Signed:

Date: