

Bank Road
Pilning
South Glos
BS35 4JG

St Peter's Anglican / Methodist VC
Primary School
Head Teacher
Paul Overton



“Unlocking our potential for life-long learning”

Tel: 01454 631137

e-mail: office@stpetersprimary.co.uk

JOB DESCRIPTION FOR DEPUTY HEADTEACHER

1. Name

2. Post Deputy Headteacher and Class Teacher

3. Grade Deputy Heads' Leadership Scale 4 - 8

4. Relationships

The Postholder:

- Is responsible to the Headteacher and through him to the schools' governors and the Head of Education, Learning and Skills as the professional Head of the service to the LA.

5. Job Purpose

To work with, and support the Headteacher, staff and governors in leading and managing an effective primary school; to be an exemplary classroom based teacher.

6. MAIN RESPONSIBILITIES

Class Teaching Responsibilities

To carry out the duties of a **class teacher** in respect of pupils as set out in the current School Teachers' Pay and Conditions Document. This includes:

- The maintenance of good order and discipline among the pupils and the safeguarding of their health and safety both on school premises and when engaged on school activities elsewhere.
- The establishment of a rapport with pupils to develop their social and academic potential and to be a main source of reference for their problems.
- The marking of registers, ensuring absences and lateness are accounted for, and taking appropriate action when necessary.

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- The assessing (oral or written), recording and reporting on the development, progress and attainment of pupils as required.
- The undertaking of any administrative duties as appropriate to his/her class as required by the Headteacher.
- The teaching, according to their educational needs, of pupils assigned to him/her, including the setting and marking of work to be carried out by pupils in the school and elsewhere e.g. homework.
- Playing a part in collective worship as required and escorting the class to and from collective worship.
- To supervise the work of a learning support assistant appropriate to his/her class.
- To teach general subjects as agreed with the Headteacher and participate in the development and planning of schemes of work.
- Organise resources for such subjects, and attend relevant meetings as necessary.
- To control and oversee the use of books, stationery and other teaching materials related to teaching, and ensure that Health and Safety regulations are observed.

6.1 The Internal Organisation, Management and Control of the School

Play a major role under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, aims and objectives of the school, and to undertake management tasks as agreed with the Headteacher to include those detailed below:-

- Maintain and develop the Christian ethos, values and overall purpose of the school.
- To carry out supervision of pupils as detailed by the Headteacher.
- To participate in meeting with parents and colleagues at school which relate to the administration, organisation and curriculum of the school.

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- To keep abreast of trends and developments in education, especially those relevant to the duties and responsibilities of the post, taking responsibility for reviewing from time to time his/her methods of teaching and arrangements for staff development and in-service training.
- To deputise for the Headteacher in all aspects of control and discipline of the school, and to play a key role in school management.
- To be a key member of the Senior Leadership Team.
- To offer an outstanding professional model of classroom teaching, setting and maintaining high standards of work and behaviour in and out of the classroom as an example for others.
- To assist the Headteacher in assessing the priorities and needs of the school and in making other decisions concerning school policy, in consultation with staff and governors.
- To assist in the day to day administration of the school and contribute towards the smooth running of internal communications, helping to promote teamwork throughout the school.
- To lead school collective worship regularly.

6.2 Curriculum Development

- To lead and monitor teaching, learning and curriculum development across the school.
- To make a strategic contribution to development planning which reviews past performance, identifies relevant priorities and targets, takes necessary action and monitors and evaluates its progress.
- To work with the Headteacher to ensure that there are effective systems in place for monitoring, evaluating and continuously improving the effectiveness of teaching and learning including behaviour and discipline.
- To work with staff to ensure that effective systems are in place for assessing, reporting and recording pupil attainment and that resulting information informs future planning.

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- To take a lead in the co-ordination and teaching of a curriculum area (or areas) and to develop, evaluate and update appropriate curriculum policy documentation for the school.
- To regularly review the overall curriculum provision of the school and inform the governors' Teaching & Learning committee.
- To support the Headteacher in ensuring that educational developments are supported through careful financial planning.
- To maintain awareness of current trends in primary education and actively support curricular developments within the school.
- Promote extra-curricular activities in accordance with the educational aims of the school.
- Ensure the curriculum draws on the nature and resources of the community.

6.3 Pupil Care

- To ensure that the school provides a safe environment for pupils and adults to work and relax (in) which complies with Health and Safety regulations.

To contribute to:

- The implementation, organisation of the school's policy for spiritual, moral, social, and cultural development of pupils and their personal and health education within a Christian context, including pastoral care and guidance.
- The effective induction of pupils.
- The handling of individual disciplinary cases.

6.4 Working With Staff

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- To advise the Headteacher concerning the appointment and deployment of teaching and non-teaching staff.
- To interact on a professional level with all colleagues in school and seek to establish and maintain productive relationships and communication, with the aim of improving the quality of teaching and learning in the school and to promote mutual understanding of the school curriculum.
- To identify INSET needs making use of expertise available within the school, LA and elsewhere and the provision of professional advice and support.
- To contribute to staff development policies in relation to:
 - a) Induction of new and newly qualified teachers and other staff into a church school
 - b) Students under training / work experience
- To participate in arrangements in accordance with the regulations for the appraisal of the performance of staff.
- To inform the Headteacher of any problems staff are experiencing and of possible help which could be given.

6.5 Relationships

- To take a leading role in parental liaison and involvement and provide positive responses to concerns and problems regarding their children's education.
- To assist liaison with other educational establishments, out-side agencies, churches, the community and local organisations, in order to provide for the development and well-being of the whole child.
- Promote the continuity of learning, progression of achievement and curriculum development by liaison with other educational establishments.

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- Promote a positive image of the school by developing and maintaining positive links.
- Ensuring the school plays a constructive role in the life of the community.

This job description does not define all the duties and responsibilities of the post, which will be reviewed at least once a year and may be subject to modification or amendment after consultation with the postholder.

The applicant will be required to safeguard and promote the welfare of children and be faithful to the Instrument of Governance and Trust Deed.

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