



## **Ashmole School**

### **Job Description**

**JOB TITLE** Deputy Head Teacher

**GRADE OF POST:** L20-24

**RESPONSIBLE TO:** The Head Teacher

#### **PURPOSE OF JOB:**

To assist the Headteacher with the management and organisation of the school seeking to achieve the highest standards of staff performance, student achievement, student conduct; improving the quality of teaching and learning and ensuring the effective daily operation of the school. To be acting Headteacher in the absence of the Headteacher.

#### **EMPLOYMENT DUTIES:**

These responsibilities relate directly to the duties for which the incentive allowance has been awarded. This is in addition to the Job Description for a general teacher and to the conditions of service and job description specified for a member of the Leadership Team in the School Teachers' Pay and Conditions Document,

#### **GENERAL**

1. To be an active and supportive senior member of the school's leadership team and to support the Head teacher and other colleagues in the Management and strategic development of the school.
2. To support the Headteacher in monitoring and evaluating quality of teaching and student achievement.
3. Manage the school effectively and undertake professional duties of the Headteacher in his absence.
4. Support and represent the Headteacher at meetings as and when required.
5. To keep abreast of key developments pertinent to the leadership and management of a school and statutory requirements, keeping the Headteacher fully informed of the developments.
6. To develop effective networks and partnerships promoting educational improvements and success.
7. To develop outstanding relationships with parents/carers.
8. Take responsibility for the development and monitoring of a curriculum area(s), a whole school curriculum aspect(s), year team or sections of the school.
9. Manage innovation and change.
10. To share with other senior staff the responsibility for ensuring the smooth and effective daily operation of the school, the conduct of its students and the performance of the school staff.

11. To contribute to the development and implementation of the school's strategic plans.
12. To follow the principle of 'cabinet responsibility' regarding management decisions and actions.
13. To work actively in developing the views and support of the staff to ensure that all work together in a common direction towards the aims of the school.
14. To build effective and harmonious relationships with staff.
15. Implementation of the school's performance management policy, to secure school improvement and individual professional development.
16. To develop and sustain highly motivated staff.
17. To participate in the selection and deployment of teaching and non teaching staff of the school.
18. Promote the development of the whole school and actively discourage the promoting of sectional interests.
19. To support the development a whole school approach to monitoring and evaluating in line with the Ofsted model of self-evaluation.
20. To support the Headteacher in the preparation of the school and the staff for subsequent Ofsted and other inspections.
21. Promote multi-agency working in support of the Every Child Matters agenda and new educational legislation.
22. To develop, implement and monitor the school's policy on equal opportunities.
23. To support, review, develop and appraise the work of departments as agreed with the Headteacher.
24. To assist and advise the governing body as required.
25. Undertake such duties as are delegated by the Headteacher.
26. To undertake NPQH training so that the Deputy may effectively deputise in the long term absence of the Headteacher with the knowledge, skills and training suitable to undertake this task.
27. To undertake key areas of responsibility within the school as determined by the Headteacher and published in the staffing structure. The Headteacher may rotate the duties of Assistant Headteachers and Deputy Headteachers as required by the needs of the school.
28. To safeguard and promote the welfare of children

The Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Headteacher to meet the needs of the school.

Post Holder: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

