

Birkbeck Primary School

Job Description

Job Title: Deputy Head Teacher

Salary Range: L12 – L16 OUTER LONDON

Reporting to: Head Teacher

Responsible for:

The Deputy Head Teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. They will also lead teaching and learning, the curriculum as well as professional development.

Main Purpose

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

- Develop and sustain an excellent professional partnership with the Head Teacher, ensuring cohesive, strategic and aligned leadership across the school
- Formulating the aims and objectives of the school
- Setting the culture and upholding the school's ethos, vision and values
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Be the Designated Safeguarding Leader
- To lead on the operational management of the whole school
- Lead teaching and learning, the curriculum and professional development
- Support the community links at the school

If the Head Teacher is absent, the Deputy Head Teacher will deputise, as directed by the Governing Board.

The Deputy Head Teacher will also be expected to fulfil the professional responsibilities of a Head Teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Duties and Responsibilities

School Culture and Behaviour

Under the direction of the Head Teacher, the Deputy Head Teacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Ensure a sense of belonging for all stakeholders with inclusion at the heart of this

Teaching, Curriculum and Assessment

Under the direction of the Head Teacher, the Deputy Head Teacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions

- Ensure that summative assessments are accurate and judgements are analysed to support all pupils making progress
- Support the analysis of data and pupil progress to ensure reportable data outcomes at all levels are aspirational
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including developing subject leaders with relevant expertise
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- Promote a culture and practices that enables all pupils to access the curriculum
- Ensure staff are equipped to support adaptive teaching
- Have ambitious expectations for all pupils

Organisational Management and School Improvement

Under the direction of the Head Teacher, the Deputy Head Teacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community and working with the local authority
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Professional Development

Under the direction of the Head Teacher, the Deputy Head Teacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Support the school's aim of having quality instructional coaching throughout the school
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, Accountability and Working in Partnership

Under the direction of the Head Teacher, the Deputy Head Teacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools, the local authority and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Support pupil leadership opportunities in the school
- Develop and maintain community links, including supporting the Friends of Birkbeck, community council and other links

Other Areas of Responsibility

- Be the school's Designated Safeguarding Leader (DSL) following the JD for the DSL in the most up-to-date safeguarding and child protection policy. Provide strategic leadership for safeguarding, ensuring the school maintains a robust, proactive and highly effective safeguarding culture in line with statutory guidance and best practice.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Head Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

This job description may be amended at any time in consultation with the postholder.

Line manager's signature: _____ Date: _____

Postholder's signature: _____ Date: _____