

Oak Learning Trust

Riverside Primary Academy

Job Description - Deputy Headteacher

Name:	
Responsible to:	Head of School, Executive Head Teacher
Responsibilities:	<ul style="list-style-type: none"> • Deputy Headteacher (teaching commitment) • Support the Head of School in the day-to-day leadership and management of the school. • Member of school leadership team • To lead teaching assistants and LSA team • To lead English • Assessment lead for whole school • Deputy Designated Safeguarding Lead • Co-lead for Children Looked After (CLA) • Teacher performance management

General	<p><u>Teaching (0.6 commitment)</u></p> <ul style="list-style-type: none"> • To teach children according to the school's schemes of work and policies. • To provide a clear structure and sequence of lessons which maintain pace, progression and motivation for children. • To assess children's work effectively and regularly during and after lessons and to teach children self-assessment strategies so they are involved in their own assessment. • To liaise with the appropriate outside agencies about children with special needs or those causing concern. • To liaise with colleagues about planning and organisation. • To share responsibility for implementation of the school's behaviour policy across the whole school at all times. • To act as a positive role model to the children in behaviour, presentation and attitude. • To have a positive, proactive approach to school and teaching. <p><u>Deputy Headteacher</u></p> <ul style="list-style-type: none"> • To support the Head of School in the day-to-day running of the school. • To deputise for the Head of School in his/her absence. • To support the Executive Head Teacher and Head of School in leading the school through rigorous self-evaluation, including quality assurance and performance management, resulting in raised standards. • To be an innovative and supportive member of the leadership team, working co-operatively and collegiately. • To lead English working with phonics and reading leads, identifying areas for development through monitoring. • To act as Deputy Designated Safeguarding Lead including co-leading on Children Looked After (CLA) • To manage the performance of teachers. • To support staff in their own professional development and tackle underperformance where it is identified.
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- In partnership with the Head of School and with staff and governors, create and maintain the ethos, values and aims of the school.
- To have high expectations and lead by example, ensuring equality of opportunity for all.
- In collaboration with the Executive Head Teacher and Head of School, keep under review the work and organisation of the school and monitor and evaluate the effectiveness of the curriculum in the light of pupil needs, national and local priorities.
- To draw up, implement and monitor a School Improvement Plans for agreed areas in consultation with staff and Head of School.
- To ensure implementation of key statutory policies, including equal opportunities, anti-racism and special needs and to promote an understanding of multi-culturalism.
- To work closely with leaders from across the Trust to develop shared approaches where appropriate and to utilise strengths from every school to support development in school.
- To provide guidance and support to pupils from different backgrounds on educational health, social, spiritual, moral and cultural matters, and on their future education, differentiated according to their needs, interest and interests and culture.
- To work with the Executive Head Teacher, Head of School and/or other senior colleagues to recruit staff of the highest quality.
- Promote and safeguard the welfare of staff, including having regard to work life balance.

Working together

- To liaise with colleagues about planning and organisation.
- To liaise with colleagues throughout the school to ensure a whole school approach to all aspects of school life.
- To establish a positive and effective relationships with children and their families to develop the school as a caring environment and to maximise their learning potential.
- To establish links with the community to enable children to learn from direct experience.
- To share, through appropriate school procedures, all concerns regarding children or adults.

Pastoral

- To be directly responsible for the safety and welfare of members of any class taught and indirectly for all children within the school, during teaching times, at the beginning and end of each session and at playtimes on a rota basis
- To take assemblies on a rota basis.
- To share responsibility for implementation of the school's behaviour policy across the whole school at all times.
- To identify children causing concern and those with specific needs and to inform the Head of School/SENDCo.
- To liaise with the appropriate outside agencies about children with special needs or those causing concern.
- To act as a positive role model for the children and staff in behaviour, presentation and attitude.
- To have a positive, proactive approach to school and teaching.

	<p>Professional Development</p> <ul style="list-style-type: none"> To take an active role in own and others Continuing Professional Development to ensure that individual needs are identified and met. Attend appropriate in-service courses and report back to colleagues. To deliver CPD as appropriate to whole staff or groups of staff linked to responsibilities in school.
Curriculum Responsibilities	<ul style="list-style-type: none"> To lead the development of English and ensure that each pupil's educational programme meets their individual needs. Through innovation, develop pupils' engagement with and excitement about learning. Ensuring pupils who may become disengaged remain inspired and motivated by teaching. To further develop learning beyond the classroom. Taking learning into the community, nature and the wider world. To monitor planning of teaching to achieve progression in children's learning by identifying clear teaching objectives, setting tasks which challenge pupils, setting clear and challenging targets for pupils (involving pupils in setting their own targets) and identifying pupils who have specific needs. To monitor and evaluate the standards of teaching and learning and pupil progress across the school for core subjects. To ensure there is a broad, balanced and relevant curriculum, in line with the National Curriculum in consultation, where appropriate, with pupils, parents and the community. To support the Head of School in the provision of excellent learning and teaching across all aspects of the curriculum. To create a stimulating learning environment to promote high standards of individual achievement for all pupils in the life and work of the school. To work with the leadership team to coach staff to develop their teaching skills based on areas of development identified in observations. To ensure that systems are in place for sharing and demonstrating best practice. To provide for the emotional, social and personal development of pupils to complement academic development.
Staff Development	<ul style="list-style-type: none"> To work with Head of School in identifying staff development needs and planning to address these. To deliver staff development at whole staff, group and individual level. To identify good practice in school and ensure it is shared. To work with other trust leaders to ensure school benefits from and contributes to trust wide staff CPD.
Assessment Lead	<ul style="list-style-type: none"> To act as assessment lead for whole school. To ensure termly tracking identifies staff and pupil learning needs and development plans are implemented effectively. To ensure that good and consistent formative, summative and statutory assessment procedures are in place across school. To ensure staff are aware of record keeping procedures and expectations and to ensure that such records are kept and monitored. To ensure that all testing that takes place is analysed in order to identify trends and to aid the setting of future targets for pupils. To maintain tracking records, including for vulnerable groups, so that achievement and trends across school can be tracked over time.

	<ul style="list-style-type: none"> To lead pupil progress meetings termly for each class/year group. To understand and monitor effective “marking” and feedback to children in school to help them make good or better progress. To ensure staff are aware for the need for moderation and take part in it. To develop, with other leaders, moderation folders for core subjects to support the moderation process. To ensure effective moderation of teacher assessment data across school. To ensure that all administration concerning assessment and testing takes place including ordering of papers, special conditions requests and submission of data. To ensure that all records are passed to the relevant school when the children leave. To work alongside the Head of School and Executive Head Teacher to monitor achievement in school.
Liaison	<ul style="list-style-type: none"> To work closely with the CEO, Executive Head Teacher and Head of School to ensure the school operates effectively and efficiently, leading to high standards across the school. To develop positive relationships with parents, local schools and the local community. Implement systems to consult with and inform parents/carers about their children's progress, involving them in the life and work of the school. To work effectively with other professionals to ensure the best possible skills and resources are available for all pupils in order to maximise their potential. Provide reports to the local Governing Body and the Board of Trustees as required.
Other	<ul style="list-style-type: none"> To comply with the Trust’s policies and procedures and to ensure others do too. To comply with health and safety policy and systems, report any incidents/ accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the CEO and the Trust may determine from time to time.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The postholder must comply with the Trust’s Health and safety rules and regulations and with Health and Safety legislation.

Head of School

Deputy Head Teacher

Date

Date

This job description will be reviewed annually or earlier if required.