



Orleans Primary School Deputy Headteacher Job Description - Grade: Leadership Scale 7 to 15

Accountable to: The Headteacher and Governing Body

Supervisory Responsibility: Teachers, including the SENCO and Teaching Assistants

Main Purpose of the Job:

Specific responsibilities:

Deputy Head teacher/ Deputy Safeguarding Lead/ Inclusion Manager/ Assessment Lead

Specific Duties:

Leading the School

- Safeguarding Pupils – Orleans Primary School is committed to ensuring the safety and wellbeing of all pupils and as such rigorously follows its Safeguarding procedures including Child Protection and Online Safety. It is the Deputy Head teacher's role to support the Headteacher in embedding this throughout the school
- To assist in the smooth running of the school at all times, including being responsible for the school in the absence of the Head teacher.
- Provide support for staff, pupils and parents and be accountable to Governors
- Lead by example, acting professionally at all times during all work-related activities and when working with any stakeholders related to the school
- To work closely with the SENCO to promote a culture of inclusion and equality within the school community
- To be a highly effective communicator
- To maintain the quality of education through monitoring activities such as; the scrutiny of work, observations and data analysis
- To line manage and Performance Appraise identified staff following the school's policies and procedures
- To provide support for staff to develop skills and knowledge where gaps are identified, as well as work with others to provide a high-quality staff development programme
- To support and induct new staff in school policies and procedures following the school Induction Policy
- To be responsible for the monitoring and recording of pastoral care of pupils, and dealing with incidents of behaviour and well-being of pupils
- Be responsible for Assessment, systems and procedures throughout the school, including monitoring of the progress of pupils towards set targets
- To manage school resources effectively
- In partnership with the Headteacher and Governors continue to implement an ambitious vision and ethos for the future of the school
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Orleans Primary School

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Headteacher: Jane Evans BA (Hons) PGCE, NPQH



- Work with the Headteacher in formulating the strategic aims and objectives of the school and establishing the policies through which they are to be achieved, ensuring these become established practice and leadership decisions are implemented
- Play a leading role in the school improvement and self-evaluation planning process
- Support the Headteacher in achieving the goals set in the School Development Plan
- In partnership with the Head teacher, to lead by example when implementing and managing change initiatives
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Head teacher

Leading Teaching and Learning

- Carry out the professional duties of a teacher as required by the Head teacher
- Be an excellent classroom role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Alongside the Head teacher, lead the development and delivery of targeted professional development and training for staff
- Alongside Subject Leaders assess the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a broad and balanced curriculum for all pupils
- With the Head teacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations and whole school triangulation to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Ensure, through leading by example, the active involvement of pupils and staff in their own learning
- To support remote learning provision for all groups of pupils
- Utilise progress data and target setting to set ambitious milestones for all groups of pupils and support the Headteacher in reporting the school's performance to its community and partners

Developing Self and Others

- Support the development of collaborative approaches to learning within the school and beyond, identifying ways of working with schools both inside and outside the Local Authority
- Organise and support the induction of staff new to the school and those being trained within the school continuing past the initial induction period
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Work with the Headteacher to lead the annual appraisal process for all identified support and teaching staff adhering rigorously to the whole school Appraisal Process



Organisational Management

- Conduct regular reviews of school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the Head teacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other processes as appropriate e.g., sickness absence, disciplinary, capability
- Ensure a consistent approach to expected standards of behaviour, attendance and punctuality for all staff as laid out in the Staff Code of Conduct; holding staff to account using school procedures
- Be a proactive and effective member of the Senior Leadership Team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- Promote and protect the health and safety of pupils and staff
- Undertake any professional duties, as reasonably delegated by the Head teacher

Strengthening Community

- As the Inclusion Manager, work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

Carry out the duties of the post in line with the remit outlined in the current School Teachers Pay and Conditions Document, including the conditions of employment for Deputy Head teachers and the school's own policy