Job Description – Deputy Head Teacher
The Deputy Head Teacher is responsible to the Head Teacher in all aspects of school life and will be the first point of contact in the Head Teacher’s absence. You are required to carry out the duties and responsibilities of a School Teacher and those of a Deputy Head Teacher as set out in the current School Teacher’s Pay and Conditions Document.

Class Teacher Responsibilities
This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document 2006, the required standards for Qualified Teacher Status, other current legislation and the school’s articles of government. The post requires you to teach children between the ages of 3 to 7 yrs. Within such conditions of employment, the description of the post is as follows:

Responsibilities:
1. The management of an Infant class.
2. The pastoral care of children.
3. The management of an area/areas of the curriculum during release time.

Responsible to the Head Teacher and the Governing Body
This job description may be amended at any time following discussion between the Head teacher and member of staff, and will be reviewed regularly.

Areas of responsibility and key tasks:
To be responsible for the education and pastoral care of a class of children and to plan their teaching to achieve progression of learning.

Teaching and Learning
1. Identifying clear teaching objectives in planning and show how they will be taught and assessed.
2. Setting tasks which challenge pupils and ensure high levels of interest.
3. Setting appropriate and demanding expectations.
4. Setting clear targets, building on prior attainment.
5. Identifying pupils with SEN or very able pupils.
6. Provide well planned play activities, both inside and out, with clearly defined learning objectives.
7. Make effective use of assessment and ensure sound learning and discipline.
8. Use a variety of teaching methods.
9. To have a thorough and up-to-date knowledge and understanding of the statutory aspects of the Foundation Stage and Key Stage 1.
10. Use teaching approaches and activities which develop pupils’ language and provide the foundation for Literacy.
11. Use teaching approaches and strategies which develop mathematical understanding and foundation for Numeracy.

12. Encourage pupils to concentrate and persevere in their learning for sustained periods, to listen attentively and to talk about their experiences in small and large groups.

13. Use teaching approaches and activities which offer opportunities for first hand experience and co-operation, and which use play and talk as a vehicle for learning.

14. Encourage pupils to talk about their learning and develop self control and independence.

**Monitoring, assessment, recording, reporting**

1. To assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.

2. Monitor pupils' work and set targets for progress.

3. Assess and record pupils progress systematically, keep records, monitor strengths and weaknesses to inform planning and recognise the level at which the pupil is achieving.

4. Report to parents about progress through written annual reports and/or parent interviews as directed.

**Management Responsibilities**

In addition you are required to carry out the following duties, in co-operation and consultation with the Head.

1. To act as a curriculum co-ordinator for Maths and to be the lead professional for that area of the curriculum. This requires you:
   a. To keep up to date with new developments and their relevance to the teaching of Foundation Stage and Key Stage 1 children.
   b. To attend relevant courses and lead school based INSET for this area.
   c. To ensure storage and cataloguing of equipment and make sure staff are informed about new equipment.
   d. To inform staff of any new developments in this area.
   e. To work with the Head Teacher to ensure Policy documentation reflects practice and is in line with local and National documentation.
   f. To maintain a subject file to incorporate medium term plans of all teachers in this subject area.
   g. To provide support to others in this area of the curriculum.
   h. To show and encourage enthusiasm for this subject throughout the school.
   i. To lead a short review of the subject annually in September.

2. To manage the work of Teaching Assistants, parents and other adults in the classroom to enhance learning opportunities for pupils.

3. To liaise with parents in the welfare and development of their children and to build positive relationships between home and school.

4. To liaise with other agencies involved with individual children.

5. To work with other agencies involved with children with special education needs.

6. To assist in the training of students and to contribute to their assessment.

7. To foster close relationships between School and the local community.
8. To liaise with other teaching staff to ensure progression and continuity across the curriculum.
9. To share the responsibility of ensuring the smooth transfer of children at the start and end of the year.

Other professional requirements

1. To be responsible for promoting and safeguarding the welfare of pupils in the school.
2. To have a working knowledge of teachers' professional duties and legal liabilities.
3. Operate at all times within the stated policies and practices of the school
4. Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
5. Endeavour to give every child the opportunity to reach their potential and meet high expectations.
6. Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
7. To share the general duty rotas to aid the smooth running of the school
8. To organise and/or be involved in whole school events.
9. Take responsibility for their own professional development and duties in relation to school policies and practices.
10. To engage in Performance Management and actively pursue personal and professional development.
11. Liaise effectively with parents and governors.
12. Liaise with other agencies as appropriate to ensure pupils learning and pastoral needs are met.
13. To undertake any other duties commensurate with the grading and level of responsibility required within the general level of responsibility of the post.

Deputy Head Teacher Responsibilities

As Deputy Head Teacher, you are required in consultation and cooperation with the Head Teacher, to carry out the following professional duties:

Main Duties

Leadership

1. Lead by example in everything you do. This includes modelling high expectations of staff behaviour and commitment towards the team. You need to exhibit a highly positive approach at all times. You must model the respectful manner in which children should be treated as outlined in the schools vision.
2. Show an enthusiastic approach to putting into practice new initiatives, motivating and inspiring others to have a go and then be evaluative.
3. To support the Head Teacher in initiating change, maintaining a positive attitude at all times.
4. To assist the Head Teacher, and be the lead practitioner, in improving the quality of all opportunities offered to our children and so raise achievement.
5. Be the first point of contact in the Head Teacher's absence, for staff to come to with issues. You must then be able to listen, ask questions in a non threatening way
and offer possible solutions. You must then decide if you need to raise these issues with the Head Teacher.

6. Be confident in your knowledge of both the Foundation Stage Curriculum and the National Curriculum in order to support staff. This includes mentoring teachers who need support in developing aspects of their practice.

7. To take a lead role in the development and implementation of The School Improvement Plan and take an active leadership and management role within the senior management team.

Management
1. To support the work of the Head Teacher and be the first point of contact in her absence. This includes:
   a. To manage the day to day running of the school under the direction of the Head Teacher. This includes ensuring staff are present and liaising with the clerk to organise cover.
   b. To liaise, as appropriate, with outside agencies and the wider community on issues affecting pupils.
   c. To promote parental interest and understanding, communicating and consulting with parents as much as possible. This includes advertising events and holding parents meetings under the direction of the Head Teacher.
   d. To maintain good order and discipline among all pupils and safeguard their health and safety at all times. This includes ensuring health and safety procedures are up to date and the safety measures outlined in risk assessment shared with pupils.
   e. To deal with day to day issues which arise and you have clear knowledge of. You must decide when to refer these to the Head Teacher.

2. To assist the Head Teacher in the day to day running, long term management and administration of the school.

3. To ensure effective communication and organise all timetables and rotas to ensure the smooth running and efficient management of the school. This includes use of TAs, assemblies, playtimes and lunchtimes.

4. To assist the Head Teacher in promoting and maintaining the expected standards of ALL school policies. This is especially important in maintaining standards of discipline in the school.

Teaching
To provide an outstanding model in:
1. classroom organisation
2. standards achieved
3. display and presentation
4. planning, teaching, assessment and recording of children’s progress

Curriculum
1. To be responsible for the development of all aspects of the curriculum across the Infant School. This includes Foundation Stage and Key Stage 1. This includes working with Subject Leaders to develop curriculum areas and listening carefully to pick up on aspects which need developing.
2. To be responsible to the Head Teacher for the coordination of all curriculum development throughout the school.

3. To support Subject Leaders in planning staff meetings and a targeted approach through the development of a subject.

4. Advise the Head Teacher on aspects which need inclusion in the Improvement Plan.

5. Discuss with the Head Teacher outcomes from HT monitoring of lessons in order to provide support to teachers.

6. To facilitate and lead whole school curriculum INSET.

7. To organise a curriculum development staff meeting annually in order to review curriculum coordinator’s action plans for their subjects. Each subject to be discussed by the whole team so that everyone knows priorities for each subject not just those with high priority on the SIP.

8. To develop, in conjunction with all teachers, the long term plan for the curriculum across Foundation Stage and Key Stage 1.

9. To work alongside colleagues, where appropriate, to provide support to improve provision and standards.

10. To work alongside the Head Teacher in leading curriculum staff meetings.

11. Implement and evaluate curriculum initiatives.

12. Monitor and evaluate curriculum planning and provision half termly and provide summaries to the Head Teacher and governors when required.

Special Educational Needs

1. To keep an up to date list of children with Special Educational Needs.

2. To liaise with class teachers and TAs working with children with SEN to ensure provision is the best we can offer. This means encouraging home school meetings and being present when appropriate.

3. Ensure all recording procedures are adhered to.

4. Collecting the IEP reviews on a termly basis in preparation for the SEN meeting and then giving out new IEP proformas to then be collected once completed.

5. To ensure Teachers discuss all new IEPs with parents.

6. To work with the Head Teacher to organise TA support time in order to ensure the hours are where they are needed most.

7. To liaise with the educational psychology service and make referrals as required.

8. To liaise with other external services to ensure that children’s needs are being met.

9. To attend relevant courses in order to keep up to date.

Dated – September 2010.