


JOB DESCRIPTION: DEPUTY HEADTEACHER

	Job Title	Deputy Headteacher Inclusion
	School	Preston Park Primary School
	Location	College Road, Wembley, HA9 8RJ
	Grade	Leadership 16-20
	Reports to	Head of School
	Staffing Responsibility	All staff alongside the Head of School and deputising in the Head of Schools absence

Please note that this is a generic job description. The specific details of the role are provided in the Job Profile

PAY RANGE

- Leadership Spine 16-20

RESPONSIBLE TO

- The Head of School

The main purpose of the job is to carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for Deputy Headteachers and the school's own policy.

Under the overall direction of the Head of School play a lead role in school improvement by:

- improving the standards of teaching and learning;
- formulating the aims and objectives of the school and establishing the policies through which they are to be achieved;
- being responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement;
- being responsible for the leadership and management of appraisal of named staff;
- proactively managing staff and resources;
- taking full responsibility for the school in the absence of the Headteacher;
- carrying out the professional duties of a teacher as required;
- taking responsibility for promoting and safeguarding the welfare of children and young people within the school.

Leading Learning & Teaching:

- ensure that learning is at the centre of strategic planning and resource management;
- establish creative, responsive and effective approaches to learning and teaching;

- ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
- demonstrate and articulate high expectations and set stretching targets for our whole school community;
- determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework;
- take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils;
- monitor, evaluate and review classroom practice and promote improvement strategies.

Securing Accountability:

- lead and support the staff in fulfilling their responsibilities with regard to the school's performance and standards;
- maintain efficient and effective management of expenditure by subject and aspect leaders;
- support the Head of School in reporting the school's performance to its community and partners;
- challenge underperformance and with the Head of School, ensure effective corrective action and follow-up.

Shaping the Future:

- ensure the vision for Preston Park is clearly articulated, shared, understood and acted upon effectively by all;
- work within our school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement;
- demonstrate the vision and values in everyday work and practice;
- motivate and work with others to create a shared culture and positive climate;
- ensure creativity, innovation and the use of appropriate new technologies to achieve excellence;
- ensure that strategic planning takes account of the diversity, values and experience of our School and community at large.

Developing Self and Working with Others:

- treat people fairly, equitably and with dignity and respect to create and maintain our positive school culture;
- with the Head of School, ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities;
- maintain a culture of high expectations for self and for others and to take appropriate action when performance is unsatisfactory;
- manage own workload and that of others to allow an appropriate work/life balance.

Managing the Organisation:

- be a proactive and effective member of the senior leadership team;
- in the absence of the Head of School, ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate;
- with the SLT, lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate;
- ensure the effective dissemination of information, the maintenance of and on-going improvements to agreed systems for internal communication;
- working with the Head of School, undertake key activities related to professional, personnel/HR issues;
- ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school;
- undertake any professional duties, reasonably delegated by the Head of School;
- use and integrate a range of technologies effectively and efficiently to manage the school.

Strengthening Community:

- actively promote pupil voice and all the work of the school council;
- work with the Head of School 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;

Equal Opportunities

- take responsibility, appropriate to the post, for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

- have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by Preston Park and Local Authority in every regard
- be named as designated safeguarding Lead

Health and Safety:

- work in compliance with our School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made;

- ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Data Protection:

- when working with computerised systems to be completely aware of responsibilities at all times under the GDPR Regulations 2018 for the security, accuracy, and significance of personal data held on such systems.