



# BANWELL PRIMARY SCHOOL

**Belong Believe Achieve**



**Post title:** Deputy Head Teacher  
**School:** Banwell Primary School  
**Pay range:** L4 - 8  
**Line manager:** The Head Teacher and Governing Body

## **Main purpose of the job**

- 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 headteacher play a lead role:
  - in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved;
  - be responsible for the provision for special educational needs across the school by having the role of SENCo;
  - proactively manage staff and resources.
- Take full responsibility for the school in the absence of the Headteacher.
- Carry out the professional duties of a teacher as required.
- Take responsibility for child protection issues as appropriate by being a deputy designated safeguarding lead.
- Lead by example in promoting and safeguarding the welfare of children and young people within the school.

## **Duties and responsibilities:**

### **Shaping the future**

In partnership with the headteacher and governors

- Establish and implement an ambitious vision and ethos for the future of the school.
- Manage school resources.
- Lead by example when implementing and managing change initiatives.
- Play a leading role in the school improvement and school self-evaluation planning process.
- Devise, implement and monitor action plans and other policy developments.
- Lead by example to motivate and work with others.
- Promote a culture of inclusion within the school community where all views are valued and taken in to account.

### **Leading teaching and learning**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Be an effective SENCo who champions achievement for all children.
- Work with the headteacher to raise standards through staff appraisal.
- Deliver training, when required to staff and support staff.
- Work in partnership to develop and review all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- Work in partnership with the headteacher and governors in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented.
- With the headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations 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.

### **Developing self and others**

- Support the development of collaborative approaches to learning within the school and beyond.
- Act as a professional tutor for students on teaching practice and those undertaking work experience placements, as appropriate.
- 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 headteacher.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Take responsibility and accountability for identified areas of leadership
- Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and appraisal.
- Lead the annual appraisal process for all identified staff.

### **Managing the organisation**

- Oversee PPA and class cover arrangements across the school.
- Working with the headteacher, undertake key activities related to professional, personnel/HR issues.
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- 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.
- To undertake any professional duties, reasonably delegated by the Headteacher.

### **Securing accountability**

- Work collaboratively with the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards.
- Support the headteacher in reporting the school's performance to its community and partners.
- Promote and protect the health and safety welfare of pupils and staff.
- Lead by example in promoting and safeguarding the welfare of children and young people within the school.

### **Strengthening community**

- Work with the headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
- Develop and maintain contact with all specialist support services as appropriate.
- 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.
- Work proactively with the school's PTA
- Promote positive relationships and work with colleagues in other schools and external agencies.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate

