



Deputy Headteacher Sofrydd Primary School

Job description

Purpose of the Post

- a) To assist the Headteacher in contributing to, and maintaining, the ethos reflected in the school.
- b) To assist the Headteacher in providing professional leadership, which secures the school's success and improvement, by ensuring high quality education for all its pupils and continued improvement of standards of learning and achievement.
- c) To carry out the full range of professional duties as directed by the Headteacher.
- d) To work in close partnership with the School Governors in all aspects.
- e) To assume full charge of the school in the absence of the Headteacher.

Main Duties and Responsibilities

General

- As a lead teacher, to provide an outstanding professional model for colleagues.
 - To play a major role, in collaboration with the Headteacher, staff and governors in formulating the aims and objectives of the school, establishing the policies through which they can be achieved, managing staff and resources to that end and monitoring progress towards their achievement.
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- To work in collaboration with the Headteacher to manage the school's finances and data with support from colleagues on the SMT.
- To establish a sound working relationship with the Headteacher and Governors, and to work in partnership with them in the management of the school, by taking an active part in the development and continued improvement of school policy.
- To provide guidance and support for all pupils, in educational, social and emotional matters.
- To provide guidance and support for all members of staff.
- To ensure the good conduct and behaviour of children in and around the school.
- To ensure a high standard of education is maintained at all times for all children, and suitable educational programmes are developed reviewed and evaluated.
- To lead staff meetings and discussions when necessary or requested.
- To provide support to NQTs, staff new to the school and supply teachers.
- To foster good relationships with all staff, with volunteers who work with the school and to further develop and maintain parental/carers co-operation and involvement.
- To attend meetings of the Governing Body in an observer's capacity when required.
- To develop and maintain effective links with the Governing Body, EAS, LA advisors and officers, local schools, outside agencies and community.
- To play an active role in the performance management of staff and to operate as a team leader as required under the relevant regulations and guidelines.

The Curriculum

- To take a lead in the development of learning across the school, promoting creativity and the independence of learners. To take a lead in developing cohesion and consistency across all aspects of pupil assessment in the school.
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- To have knowledge and understanding of the needs of pupils throughout the primary age range, including a thorough knowledge of the National Curriculum.
- In partnership with the Headteacher and other Senior Managers, oversee the organisation and delivery of the school curriculum by working with teaching colleagues.
- To lead in organising/supporting school-focussed staff development in aspects of curriculum management, with the assistance of the Headteacher.
- To lead and manage the development of a core area throughout the school.
- To use one's own initiative and ability to be proactive

Staff Responsibilities

- To maintain effective working relationships with all staff across the school and to promote and maintain a positive outlook.
- To communicate effectively with all colleagues on the day-to-day management of the school and to keep all staff appropriately informed.
- To provide leadership across the school and demonstrate an understanding of the professional needs of colleagues.
- To maintain an effective pastoral role in relation to staff and their welfare and to alert the Headteacher, as appropriate, on any relevant matters likely to impact on the effective and efficient running of the school.

All other duties as laid out in the most recent edition of the Teachers' Pay and Conditions Document.

To Whom Responsible

The Headteacher and the School's Governing Body.
