**COALWAY COMMUNITY INFANT SCHOOL**

**DEPUTY HEAD TEACHER**

**JOB DESCRIPTION**

**Line managed and supported by:** Head Teacher

**Start date:** 1 September 2018

**Salary range:** Leadership Scale Point 1-8 (School ISR Group 2)

**Purpose of the Job**

1. To support the Head Teacher in improving the quality of teaching and learning in the school. To assist the Head Teacher in monitoring and developing all aspects of teaching and learning, including Performance Management, developing teaching expertise, planning and the curriculum, assessment, and pupil achievement.

2. To assist the Head Teacher in ensuring the care, well-being, safeguarding and fulfilment of potential of all pupils in school academically, personally, socially, emotionally and spiritually.

3. To assist the Head Teacher in self-evaluation practices and the formulation and monitoring of school development plans.

4. To deputise for the Head Teacher in all aspects of the management, control and discipline of the school.

5. To be responsible for a class and carry out the duties of a Class Teacher, as detailed separately, setting an example of outstanding practice as a classroom practitioner.

6. To model and promote the ethos and aims of the school.

**Main Duties** to be carried out in co-operation with the Head Teacher

1. To manage, with the Head Teacher, all aspects of teaching and learning within the overall educational aims of the school and to establish and maintain the highest quality possible in teaching and learning throughout the school.

2. To play a leading part in school self-evaluation and school development planning in conjunction with the Head Teacher, senior leaders and the Governing Body.

3. To work with the Head Teacher to ensure the implementation of the performance management scheme of appraisal within the framework of DfE Regulations, and to play a leading part in staff development and developing teaching expertise.

4. To provide guidance and support for teaching colleagues in implementing school improvement priorities/strategies, policies and schemes of work.

5. To take on the role of Deputy Designated Safeguarding Lead and support the Head Teacher in ensuring the safeguarding and well-being of all pupils.

6. To foster effective relationships with pupils, parents, colleagues, other professionals and the Governing Body in respect of the duties and responsibilities of the post.

7. To take responsibility for specified areas of the curriculum and support other curriculum subject leaders.

8. To keep abreast of trends and developments in educational matters and management especially those relevant to the duties and responsibilities of the post.

9. To undertake those areas of responsibility that the Head Teacher shall delegate or deem necessary from the changing needs of the school.

In order to complete the relevant duties, the Deputy Head will be provided with one day per week non-contact time.

**Performance Measures**

Performance will be assessed using evidence gathered during the annual performance management cycle, participation in the Senior Leadership Team and ongoing professional discussions with the Head Teacher.

**Signed**

Post holder:………………………………………………. Date:………………………….

Head Teacher:…………………………………………… Date:………………………….