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| <b>Job Description</b>   |  |  |
| <b>Title</b><br>Deputy Head Teacher  | <b>St John the Baptist C of E<br/>Primary School</b> |   |
| <b>Job Purpose</b><br>To deputise for the Head Teacher and to carry out the professional duties of a teacher   |  |   |
| <b>Post responsible to</b><br>Headteacher  |  |   |
| <b>Core requirements of the Post</b> <ol style="list-style-type: none"><li>1. As a teacher you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers Pay and Conditions document, a copy of which can be found at <a href="http://www.education.gov.uk">www.education.gov.uk</a></li><li>2. Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve officers of the Education Department as appropriate. You may be accompanied at this meeting by a representative of your trade union if you so wish.</li><li>3. In addition to the duties specified within the section ‘particular responsibilities’, you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.</li><li>4. You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with. You must fulfil your health and safety and safeguarding duties by following the school’s procedures, including the employee code of conduct, teacher standards, child protection policy and any other policy deemed relevant to your role.</li><li>5. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school’s policies and procedures.</li></ol> |  |   |

6. To report any causes for concern relating to the welfare and safety of children to the Designated Safeguarding Lead and Second Safeguarding Lead, or if unavailable the Designated Safeguarding Governor.
7. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.
8. This job description allocates duties and responsibilities but does not direct the particular amount of time spent on any or all of them. Your Headteacher is responsible for maintaining a time budget on which you will have been/will be consulted.

#### **Particular responsibilities**

The post requires you to:-

9. Teach pupils within the age range 4-11 years in accordance with the professional duties of a teacher (set out in Appendix 4C)
10. Take an equitable share of whole school curriculum care and management responsibilities (for teachers on the Upper Pay Range, set out in Appendix 4E)
11. Carry out your duties in line with the key tasks and management procedures of the school.

In addition, the Deputy Headteacher responsibilities of this post require you, in co-operation with and under the direction of the Headteacher, to take responsibility for (set out in Appendix 4I)

12. Strategic direction and development of the school, including
  - Take a full role in the leadership and management of the school, through active participation in senior leadership team meetings and with specific reference to school improvement planning and standards,
  - Deputy designated person for child protection (a central role in promoting quality in child protection practice at the school, ensuring effective implementation of relevant policies and procedures (alongside a designated person) providing advice, guidance and support to other staff and acting as the designated lead on behalf of the Headteacher on all safeguarding issues in their absence)
  - Lead continuing professional development across the school, including training records and evaluation
13. Teaching and learning, including to:
  - Lead curriculum innovation throughout the school, guiding the development of the school's curriculum and leading curriculum improvement,
14. Leading and managing staff, including to
  - Lead the work of one of the school's curriculum areas (with particular references to standards and school improvement), including leading staff meetings and support/advice the ongoing work of other members of the staff team
15. Effective Deployment of Staff and Resources including
  - Manage the school effectively in the absence of the Headteacher

- Take a lead responsibility for assessment
- Take a lead responsibility for behaviour

16. Safeguarding

- Take on responsibility for the Deputy Safeguarding lead.
- Liaise with the Senior Safeguarding to respond to and monitor concerns about pupils welfare raised by staff.
- Attend/provide reports for Child Protection meetings.
- Liaise with Social Workers and external agencies with their work to safeguard children.

17. Act as a 'critical friend' to the Headteacher by providing effective professional challenge and support.

Issued by \_\_\_\_\_ (Headteacher)

Received by \_\_\_\_\_ (Post Holder)