



# Radley CE Primary School & Foundation Stage Unit

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## Job Description Deputy Headteacher

<b>Title of Post:</b>	Deputy Headteacher
<b>Salary Scale:</b>	Leadership Spine L4 (£47,706) to L8 (£52,659)
<b>Hours:</b>	Full-time
<b>Contract type:</b>	Permanent
<b>Responsible to:</b>	Headteacher

### Main Purpose:

The Deputy Headteacher has a major role in supporting the Headteacher in:

- Leading the strategic direction and development of the school, and ensuring the school operates efficiently and effectively.
- Formulating the aims and objectives of the school and monitoring progress towards achieving them.
- Developing and implementing the policies and procedures through which these aims and objectives shall be achieved.
- Managing staff and resources, providing advice on the deployment of the school's delegated budget, interventions and other resources to meet pupils' needs effectively.
- Motivating and working with others to support a shared positive and forward-looking culture in school.
- Deputise for the Headteacher in their absence from the school, undertaking professional duties to the extent required by the Headteacher.

### Main Duties and Responsibilities:

- Play a key role in leading the school working towards the school's aims and objectives.
- Support the Headteacher with monitoring the standards of teaching and learning, attainment and progress by leading data and assessment.
- Be responsible for developing and implementing the curriculum across the school. Providing support and development opportunities for subject leaders.
- Undertake a reduced teaching timetable as a class teacher demonstrating high standards of classroom practice.
- Encourage high aspirations for all pupils in their social, emotional, moral, spiritual and academic achievement.
- As the school grows, develop and undertake the role as phase lead, specifically leading and managing a key stage, leading team meetings as appropriate and delivering appraisals for staff.
- Assume a lead role in senior leadership team meetings, leading staff meetings and school assemblies, as agreed.

- Assist the Headteacher, and as the school grows the senior leadership team, in creating an environment which promotes good teaching, effective learning and high standards of achievement and behaviour.
- Assist the Headteacher and Business Manager with recruitment across the school.
- Play a main role in supporting and developing the Christian ethos of the school ensuring the school's provision contributes positively towards the established Christian vision.
- Support the day-to-day operational management of the school. Working with the Headteacher and leadership team to maintain clear shared priorities.
- Build positive relationships with all members of the school community, promoting partnerships between home, school and the wider community.
- Actively seek training and continued professional development to meet own needs. Keeping up to date with developments in education and have a good knowledge of education systems locally and nationally.
- Working with the Headteacher, provide support and guidance for all staff in continuing their professional development.
- Have an excellent understanding of safeguarding practices, especially the safety and welfare of vulnerable and disadvantaged pupils.

*The conditions of employment of teachers in Teachers' Standards and the School Teachers' Pay and Conditions document apply to this post.*

### **General**

- To assist the Headteacher in planning school functions and events.
- To attend and present at governor meetings, as agreed.
- To support Friends of Radley Primary events and meetings as agreed.
- To act as a 'critical friend' to the Headteacher.
- To carry out additional reasonable responsibilities compatible with this post as required by the Headteacher.

*This job description is not a definitive definition of the post. Discussions will take place on a regular basis to further clarify individual responsibilities within the general framework and character of the Deputy Headteacher post.*

### **Safer Recruitment**

*Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.*