

St Laurence Church Infant School

Job Description

Name of Teacher

1.0 Job Title Deputy Headteacher

2.0 Job Purpose

To assist the Headteacher in the leadership and management of learning and teaching in the school, to achieve the outcomes required by Government regulations and the School Development Plan adopted by the Governing Body.

Responsibilities

- Deputy Headteacher
- Member of the Leadership Team
- Designated Safeguarding Lead
- Attendance Champion
- Curriculum Lead
- Key Stage One Leader
- Pupil Premium Project Co-ordinator

3.0 Professional Duties: Deputy Headteacher

A person appointed as a Deputy Headteacher in a school, in addition to carrying out the professional duties of a teacher other than a Headteacher including those duties particularly assigned by the Headteacher, must play a major role under the overall direction of the Headteacher in:

- (a) formulating the aims and objectives of the school;
- (b) establishing the policies through which they are to be achieved;
- (c) managing staff and resources to that end; and
- (d) monitoring progress towards their achievement.

and undertake any professional duties of the Headteacher reasonably delegated by the Headteacher.

If the Headteacher is absent from the school a Deputy Headteacher must undertake their professional duties to the extent required by the Headteacher or the relevant body or, in the case of a foundation, voluntary aided or foundation special school, the Governing Body.

4.0 Line management

- 4.1 Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a Deputy Headteacher under the reasonable direction of the Headteacher of the school.
- 4.2 Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the Headteacher: Teachers, Teaching Assistants, students and other adults.

5.0 Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

6.0 Review and Amendment

This job description is subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

Job Description issued, after consultation, by _____ date _____.

Job Description agreed, after consultation, by _____ date _____.