

# Isle of Man Department of Education and Children

## Job Description for Deputy Headteacher

### Cronk y Berry Primary School



**Salary Grade: Group <>: Salary range <>-<> on the leadership pay spine.**

**Terms and Conditions of Service:** In accordance with the Isle of Man Department of Education and Children's Terms and Conditions of Service for Teachers document and within the range of duties set out in that document relevant to the post holder's title and salary grade and those professional duties of a teacher.

#### **Relationships**

- the postholder is accountable and responsible to the Headteacher, the Department of Education and Children and its senior officers.
- the post-holder is responsible for all staff employed at the school, both teaching and non-teaching during the absence of the Headteacher.
- the post-holder will be a member of the school leadership teams.
- the post-holder will liaise with other professional bodies who are involved in the education and welfare of pupils in the school including Services for Children, the music service, Department Advisers and consultants.

#### **Accountabilities of the post**

To work in partnership with the Headteacher and Governing Body to provide effective leadership and management for the staff and pupils. The role will be crucial in being able to provide, maintain and further improve the high quality of education and also to further promote the school's high reputation in the community and to bring about further school improvement.

#### **Job Responsibilities**

- be a role model to other teaching colleagues as an excellent classroom practitioner.
- in partnership with the Headteacher, senior leadership team and middle leaders, to assist in the raising of standards of Learning and Teaching throughout the school.
- play a major role, under the direction of the Headteacher, in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved.
- undertake the professional duties of the Deputy Headteacher reasonably delegated to the postholder by the Headteacher.

- to provide professional leadership and management of School Improvement plan priorities.
- deputise for the headteacher in undertaking all management responsibilities and providing a leadership role including taking responsibilities for assemblies and other key tasks.
- promote the school by developing partnerships with agencies outside of the school, Department of Education and Children, neighbouring schools and the wider community.

### **Main activities**

- to fulfil the role of class teacher/PPA teacher and to be a leading practitioner, displaying high expectations and excellent practice including innovative and creative use of new technologies and providing inspiration and motivation for the pupils, staff, governors and parents.
- to fully implement the policies of the Department of Education and Children.
- ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all demonstrating the vision and values of the school in everyday work and practice, motivating and working with others to create a shared culture and positive climate.
- to assist the Headteacher in leading and managing the school.
- to support the pastoral needs and welfare of all pupils and staff.
- to share and support the corporate responsibility for the well being, education and discipline of all children.
- to share with the Headteacher the responsibility for monitoring the effectiveness of the school, in accordance with the Department's policies and procedures, particularly taking an active role in the School Self Review and Evaluation process and being analytical in the use of attainment and other performance data.
- to be involved in working together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school.
- model, demonstrate and provide guidance on a wide range of innovative teaching and learning methods/strategies.
- actively undertake professional development through keeping abreast of the latest initiatives and reflecting on own practice.
- to lead a team through performance management, set targets and appraise performance in accordance with the school's policy on performance management and the Department's appraisal policy, resulting in tangible impact on students learning.
- contribute to the wider School Improvement process by communicating effectively with pupils, parents, staff and Governors, chairing meetings, establishing improvement plans and taking responsibility for parts of the school's INSET and staff development programme.
- promote a strong commitment to inclusion in support of the school's 'Inclusion Quality Mark' award and it's role as a Centre of Excellence in Inclusive practices across the Island's schools.

- develop partnerships with parents, outside agencies, the Department of Education and Children, neighbouring schools and other stakeholders to inform future action.
- with the Headteacher and Governing Body, recruit and select teaching and support staff.
- to take responsibility for the development, implementation and monitoring of the Assessment for Learning strategies, systems and procedures throughout the school.
- to take responsibility for the development, implementation and monitoring of the target setting policy, strategies, systems and procedures throughout the school.
- to be accountable for progress and standards in a key area or areas of the curriculum.
- work with the Headteacher to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.
- to assist with overseeing Delegated Financial Management and other school funds, as appropriate.
- to fulfil the requirements set out in the Teacher's Standards document (and/or any other relevant standards which form part of agreed terms and conditions for teachers in England).
- treat people fairly, equitably, with dignity and respect to create and maintain a positive school culture.

### **General Responsibilities**

- pastoral care responsibility for all pupils across the school.
- to perform the normal duties of a class teacher and to demonstrate teaching skills which lead to high quality learning according to the items stated within the current main-scale and post-threshold standards for teachers.
- to share with the Headteacher responsibility for improving standards in teaching and learning across the school in addition to the teacher's assigned class or groups of pupils.

### **Key Tasks**

- will be agreed, annually, at the postholder's review meetings.

### **Management**

- 1. Support the Headteacher with actions relating to safeguarding pupils and staff (see Safeguarding Overview)
- 2. To line-manage Education Support Officers and carry out associated annual appraisals.
- 3. To carry out annual performance management observations for a group of teachers allocated by the Headteacher.
- 4. To line-manage lunchtime ancillary staff.

**Safeguarding**

The Department of Education and Children is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Protecting Children Board Child Protection procedures and the school’s Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the designated Child Protection Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Headteacher.

Signed..... Headteacher

Signed..... Post holder

Date.....

See the Terms and Conditions of Service for Teachers document for a full list of the “Professional Duties of Deputy/Assistant Headteacher”