



Isle of Man Department of Education

"Learning is a journey, to be taken together, one step at a time"



Onchan Primary School
School Road, Onchan, Isle of Man IM3 4PD

email: OnchanEnquiries@Sch.im

tel: 01624 673465

DEPUTY HEADTEACHER'S JOB DESCRIPTION

NAME :

TITLE OF POST : Deputy Headteacher

SALARY GRADE :

EMPLOYMENT DUTIES :

This job description is to be performed in accordance with the provisions of the Isle of Man Department of Education Conditions of Tenure and Sick Pay Regulations for the employment of teachers, and within the range of teachers' duties set out in that document.

The postholder will meet all of the Teachers' Standards and Post Threshold (P1-10) Standards for Teachers.

These duties are to be carried out as directed by the Headteacher in accordance with, and with regard to, the Department of Education and Onchan School policies and schemes of work in force at the current time.

In addition to being the Deputy Headteacher and contributing to the general life and development of the school, in partnership with the Headteacher, the post holder is accountable for standards of teaching and pupil learning across the school.

In carrying out the duties of the post, the teacher will take responsibility for the Health and Safety aspects that appertain to general classroom management and, possibly, to an area of subject leadership, in compliance with the Health and Safety at Work guidance and regulations.

RELATIONSHIPS :

The post holder is accountable to the Headteacher and will work in partnership with her the Governing Body and DESC.

The post holder is to liaise with all other teaching and non-teaching staff throughout the school and support them in their professional development and continuous improvement.

He/ She will also collaborate with outside bodies as and when required, including developing close relationships with other schools to ensure effective transition.

He/ She will establish effective and positive partnerships with parents and carers.

He /She will develop fair, respectful, trusting, supportive and constructive relationships with pupils.

He/She will challenge and assist all staff in their continuous professional development.

PURPOSE OF THE JOB :

To work in partnership with the Headteacher to lead all aspects of school improvement.

To work with and support the Headteacher in the internal organisation and management of the school and the implementation of school policies.

To deputise for the Headteacher in the day to day running of the school in the short or long term absence of the Headteacher and ensure the continued development of the school and its' practices.

To provide ongoing support to the Headteacher on a day to day basis to develop effective systems of excellent practice



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- Supervise and monitor teaching and non-teaching staff in relation to their conditions of service.
- To undertake class teaching when required- this may change due to ongoing staffing developments
- To lead the development of aspects of teaching and learning within the school.
- To work alongside the Headteacher in the cycle of school self review and evaluation, school development planning and performance management of staff.
- To support the Headteacher in maintaining and developing the good name of the school at all times.

Duties and Responsibilities

In relation to pupils;

- When class teaching: to have responsibility for the effective teaching and learning of a class or classes of children, ensuring that the children have an appropriate, broad and balanced education in line with school policy and the Department of Education's Curriculum for Learning and Achievement and E4L.
- To offer leadership, guidance and support to other members of staff in relation to teaching and learning.
- To take responsibility for the welfare of all children in the absence of the Headteacher
- To take responsibility for the welfare of staff in the absence of the Headteacher
- To promote the good behaviour of all pupils.
- To establish a purposeful, vibrant and safe learning environment which is well organised and promotes pupil independence in learning.
- To set the highest possible standards of classroom practice and management as an exemplar to other colleagues.
- To provide a positive role model for children by promoting the school's agreed values and codes of practice.
- To challenge and support pupils in achieving high personal standards.
- To provide pupils with timely, accurate and constructive feedback on learning / skills development.

In relation to staff;

- To work with all staff to achieve the aims of the school.
- To lead whole school developments and strategic improvement in accordance with the school's vision and mission statements, through close liaison with the leadership group of the school.
- To assist the Headteacher in the development of the school ethos
- To work with and support the Headteacher in ensuring staff development needs are met.
- To plan and deliver some aspects of in-service training within school through consultation with the Headteacher.
- To support the Headteacher in ensuring proper standards of professional performance are established and maintained.
- To support the Headteacher and Governing Body, as appropriate, with the selection and recruitment of staff to the school.



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To develop appropriate professional relationships with all members of staff.

To be able to make difficult decisions when necessary and challenge underperformance in teaching and non teaching staff where necessary.

To support and advise on professional development including the induction of newly qualified teachers and placement of initial teacher training students.

To assist in the successful organisation of such training

To help promote the welfare, morale and motivation of staff.

To work with the Headteacher and Leadership Team to develop a professional relationship which is beneficial to the school and the staff.

To plan and lead curriculum development meetings, staff briefings, INSET and assemblies as required.

To liaise with colleagues and make use of their areas of expertise and responsibility.

To develop and maintain appropriate professional relationships with all members of staff at all times.

To provide colleagues with timely, accurate and constructive feedback on pupil learning / skills development.

To work alongside the Headteacher in the effective deployment of staff.

In relation to the curriculum;

To have a clear overview for the school curriculum and, in partnership with the Headteacher and SLT, be jointly accountable for standards in teaching and learning across the school.

To be part of the school's leadership and management teams.

To assist in the promotion and safe organisation of extra curricular activities.

To select and make good use of ICT skills / resources for teaching and learning and management support.

To support staff with the arrangements for the organisation of the curriculum and its effective delivery.

To liaise with the Headteacher to determine the arrangements for the organisation of the curriculum.

To keep up to date with new initiatives, attending INSET courses and disseminating information to staff.

To liaise with the Headteacher about policy, planning, and assessment.

To assist with monitoring, reviewing and evaluating the curriculum to ensure provision, expectations and standards are high.

To be involved with all aspects of the school's development.

In relation to Resources and Budget;

To assist the Headteacher in setting aspects of the school budget in line with the School Improvement Plan.

In the long term absence of the Headteacher to be responsible for the school budget

To advise the Headteacher about resource needs in the school as appropriate.



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In relation to site, premises and Environment;

To be aware of and assist in supporting the Health and Safety Policy of the school and DESC.

To advise the Headteacher of any known concerns and liaise with appropriate agencies as and when necessary in conjunction with and on behalf of the Headteacher.

To take necessary and appropriate action in the absence of the Headteacher.

To work alongside the Headteacher in promoting an orderly, visually stimulating and challenging environment for all pupils both inside the school and in the school grounds.

In relation to the Governing body, parents and community;

To attend governing body meetings when required, and provide reports / information as required.

To support the development of parental involvement in the school.

To take an active role in developing and attending school activities / fund raising / social events.

To support and assist the promotion of effective relations between the school / parents and community.

To promote positive relationships between the school and governing body.

To liaise with other professional bodies, agencies and services.

To assist in cross phase liaison to promote continuity in learning.

To ensure parents are provided with timely, accurate and constructive feedback on pupil learning / skills development (both oral and written.)

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 are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings in-set days etc, as appropriate.

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

PARTICULAR RESPONSIBILITIES / KEY TASKS:

Will be agreed with the post holder in response to current School needs / areas for improvement.

This job description and allocation of responsibilities may be amended by agreement from time to time and will be reviewed September 2021