

London Borough of Tower Hamlets

Seven Mills Primary School

Deputy Headteacher: Job Description

In addition to carrying out the professional duties of a teacher the Deputy Headteacher will have the following responsibilities.

1.1 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 should be achieved;
- c) Managing staff and resources to that end;
- d) Monitoring progress towards their achievement.

1.2 Undertake any professional duties reasonably delegated to him/her by the Headteacher

1.3 Undertake the professional duties of the Headteacher in the event of his/her absence from the school

2 Organisation

2.1 To assist the Headteacher in the day to day running of the school ensuring that all personnel are well informed and have all the information they need in order to carry out their professional duties effectively.

2.2 To assist the Headteacher in the deployment of staff making necessary day-to-day arrangements to cover for absent teachers.

2.3 To ensure that all arrangements for lunch and other breaks are in order, that timetables are prepared and up-to-date, and ensure staff are well informed about their responsibilities.

2.4 To take an active part in monitoring lunch and breaktime arrangements, and supporting the school midday meal supervisors at lunch time.

2.5 To support the headteacher in the management of staff absence under the sickness / absence management policy.

3 Health and Safety

3.1 To work in partnership with the Head Teacher in ensuring that all staff know, understand and implement the school's Health and Safety Policy.

4 Safeguarding

- 4.1 To act as the Principle Designated Child Protection Officer in line with statutory guidance.
- 4.2 To be responsible for investigating and following up any safeguarding concerns that are raised.
- 4.3 To take advice from and make onward referrals to other agencies as appropriate; and attend (and chair if necessary) any resulting TAC or Child Protection meetings.
- 4.4 To be responsible for keeping all safeguarding records up-to-date.
- 4.5 To ensure that all staff have completed necessary up-to-date safeguarding training, and that records of this training are also up-to-date.

5 Special Needs

- 5.1 To be responsible for co-ordinating all special needs provision in the school, including those relating to medical needs and physical disabilities, as well as additional learning support;
- 5.2 To ensure that the school meets all statutory requirements with regards to special needs, and that all review meetings and administrative tasks relating to special needs provision are completed within given timescales;
- 5.3 To act as the lead professional for the CAF process if necessary.
- 5.4 To allocate and manage resources for additional needs support.
- 5.5 To maintain a full matrix of additional needs and support given.
- 5.6 To monitor and review the support given to pupils with special needs, including carrying out performance management for support staff.

6 Discipline

- 6.1 To work with the Headteacher to ensure that staff understand and implement the school's Behaviour and Anti-Bullying policies consistently.
- 6.2 To take an active role in monitoring pupil behaviour throughout the school.
- 6.3 To keep records of pupil behaviour.
- 6.4 To meet parents of pupils who have poor behaviour in line with the school's Behaviour Policy.
- 6.5 To devise and support the implementation of individual behaviour plans for pupils if necessary, liaising with additional support from outside agencies as appropriate.

7 Pastoral Care

- 7.1 To work with the Headteacher to ensure that the school maintains good relationships with parents and carers, meeting pupils and parents as necessary.

- 7.2 To manage the work of the school's parental liaison workers and attendance officers.
- 7.3 To establish links with outside agencies in order to support vulnerable families.
- 7.4 To ensure that arrangements are in place to support parents at meetings and at parent consultations.
- 7.5 To ensure that new pupils are successfully inducted to the school, including to the Nursery Class, Reception Class and for casual admissions.

8 Leadership of Learning

- 8.1 To work in the classroom alongside colleagues in order to support initiatives for raising achievement, demonstrating excellent classroom practice.
- 8.2 To take a lead role in the quality assurance of assessment and monitoring procedures.
- 8.3 To support the Headteacher, Curriculum Co-ordinators and other staff in monitoring pupil progress.
- 8.4 To support the Headteacher in monitoring the quality of teaching and learning.
- 8.5 To support the Headteacher to ensure that the School Improvement Plan is implemented effectively.
- 8.6 To support the Headteacher in ensuring that progress is made towards any targets identified in the latest OFSTED Action Plan.
- 8.7 To support staff in curriculum and lesson planning at all levels: long, medium and short term.
- 8.8 To attend meetings of the Governing Body Curriculum Committee if required, and keep Governors well informed of curriculum development, producing written reports as necessary.

9 Staff Development

- 9.1 To carry out teacher performance management for a team of teachers.
- 9.2 Offer advice and support on training needs to colleagues, in line with priorities set out in the School Development Plan.
- 9.3 To take an active role in planning and delivering whole-school INSET.
- 9.4 To contribute to the in-house support given to any staff whose performance is being addressed using the schools' capability procedures.

10 Resource Management

- 10.1 To support the headteacher, bursar and administrative officers in setting and monitoring the school budget.

II Relations with Governing Body

- II.1 To attend meetings of the Governing Body as required.
- II.2 To support the work of the governing body, attending meetings with the Chair of Governors and other governors as necessary.