



Shared Leadership
Broomhaugh and Corbridge (VA) Church of England First Schools
Executive Deputy Head Teacher
Job Description

Job Title: Executive Deputy Head Teacher
Contract held by: Broomhaugh and Corbridge First Schools Federation
or Governors of Broomhaugh Church of England First School
Responsible to: The Executive Head Teacher and Governing Bodies
Responsible for: Allocated teaching and support staff

Overall Responsibilities: The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

- Making a leading contribution to the development of the general schools' ethos and visions - respecting and following these at all times.
- Contribute to key operational decisions and be fully committed to support the Executive Head Teacher in the final decisions he/she makes.
- Formulating the schools self-evaluation and priority plan, managing staff and resources that end with the support of the Executive Head Teacher.
- Assisting the Executive Head Teacher in determining general school policy and managing its implementation.
- Personally supporting, following and implementing school policies and procedures, and assist in establishing new policies. Monitoring progress towards their achievement.
- Managing the school on a day-to-day basis in collaboration with the Executive Head Teacher – taking the lead role in the relevant school during the split days.
- Deputising for the Executive Head Teacher in the event of them being called away on other urgent business.
- Making a leading contribution to the schools' monitoring and review processes for pupil attainment and learning/teaching.
- Using Leadership and Management time effectively.
- Undertaking the duties to the extent required by the Executive Head Teacher or the Governing Body, and the professional duties of the Executive Head Teacher in the event of their absence from the school.
- Teaching pupils in the Primary age range from 3 – 9 years and by example, providing an exemplar model as a classroom practitioner.
- Undertaking line management responsibilities for allocated staff including appraisal, recruitment and absence management.

Leadership and Management

- Support and deputise for the Executive Head Teacher.
- Understand issues relating to the organisation, ordering and funding of resources.
- On a day-to-day basis, line-manage and lead named staff, both teaching and non-teaching.
- Deploy staff effectively in order to give staff a good work/life balance.
- Be responsible for the coordination, evaluation and updating of the schools' timetable and rotas.
- Support and uphold the schools' policies on behaviour, discipline and bullying.
- Plan and lead school worship.
- Undertake responsibility for negotiated/agreed subjects.
- Undertake responsibility for staff development activities.
- Under direction from the Executive Head Teacher, assist in the interview and appointment process for new members of staff.

Teaching and Learning

- Lead and coordinate curriculum development across the schools demonstrating exemplary practice and ensuring best practice in line with schools' ethos, values and priorities.
- Observe, monitor and improve teaching as line manager to both teaching and support staff.
- Share personal excellent practice and specialisms through effective staff training and leading by example.
- Carry out teaching duties in accordance with the schools' schemes of work and National Curriculum.
- Support and direct Teaching Assistants to ensure maximum impact on teaching and learning.
- Liaise with colleagues to deliver units of work in a collaborative way.
- Liaise with Teaching Assistants, SENCO and Subject Leaders to ensure quality first teaching for all pupil groups across the curriculum.
- Set targets for pupil attainment levels.
- Set work for pupils absent from school.

Safeguarding

- To take deputy responsibility for Safeguarding/Child Protection/LAC issues - including pupil safety and welfare.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Learning Authority's Safeguarding Board and the schools' safeguarding policy.

Assessing and Reporting

- Collect, organise and analyse performance data across the schools in collaboration with the Executive Head Teacher.
- Undertake regular monitoring including: achievement data analysis, lesson observations and work scrutiny to inform the school development plan and provide focused CPD to ensure we are the best we can be.
- Record pupils' work and maintain lesson evaluations.
- Support EHT with out of hours information evenings and training.
- Liaise with parents and attend consultation evenings.
- Work within the Code of Practice relating to Special Educational Needs.

Standards and Quality Assurance

- Support the aims and ethos of the schools and contribute to a clear vision, managing change and improvement where required to develop each school and the staff.
 - Act as a lead member of the Governors' Teaching and Learning Committee.
 - Assist in the organisation and implementation of assessment, whole school data analysis and target setting at all key stages.
 - Develop the curriculum in line with current educational thinking and development
 - Oversee the curriculum and its effectiveness in meeting the needs of the pupils.
 - Set a good example to pupils and staff in terms of dress, punctuality and attendance
 - Be a supportive presence at after school events by attending/participating in open evenings and student performances etc.
 - Support and uphold the schools' policy on behaviour and anti-bullying.
 - Organise, lead and/or participate in staff training .
 - Develop links with community members and external agencies, Governors, LAs and neighbouring schools.
 - Be confident in the use of modern technologies, maintaining high levels of ICT competency and keeping abreast with future development.

Continuing Professional Development – Personal

- In conjunction with the Executive Head Teacher, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum.
 - Undertake any necessary professional development as identified in the Schools' Development Plans, taking full advantage of any relevant training and development available.
 - Maintain a professional portfolio of evidence to support the Performance Management process - including the incorporation of targets related to leadership, evaluating and improving own practice.
 - Effectively manage own time when dealing with the wide range of day-to-day

and long term demands of the post.

Continuing Professional Development – Staff

- Take a leading role in the provision of high quality professional development for designated staff through the development and maintenance of an effective Performance Management programme, making use of, where appropriate, other sources of expertise, e.g. LAs, Learning Partners, external training agencies, etc.
- Consider the expectations and needs of other members of staff, and in particular ensure that new appointees, trainees and NQTs are appropriately inducted, monitored, supported and assessed in relation to QTS standards, and those of the school, e.g. by the incorporation of targets related to leadership, professional development and pupils' attainment.
- Coach staff experiencing difficulties within the classroom
- Maintain a professional portfolio of evidence to support the Performance Management process and act as team leader when required.

Health and Safety

- Assist in the design and delivery of health and safety policies and practices.
- To be aware of the responsibility for personal health, safety and welfare, and that of others who may be affected by your actions or inactions.
- Cooperate with and represent the Executive Head Teacher and Governors on all issues to do with Health, Safety & Welfare.

Special Conditions

- Because of the nature of the post candidates are not entitled to withhold information regarding convictions.
- Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Criminal Record Bureau checks.
- To provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- To ensure that behaviour and attendance is in line with schools' policies.
- To oversee that school surveys are undertaken.
- To ensure that day-to-day pupil records are up to date.
- To liaise with parents, as necessary.
- To develop links with community members and external agencies, governors, LA and neighbouring schools.
- To ensure that the schools' systems, organisation and processes are well considered, efficient and fit for purpose - upholding the principles of transparency, integrity and probity.

Signed:.....
Postholder

Date:

Signed:.....
Executive Head Teacher

Date: