



## Ashmole Academy Trust

### Job Description

**JOB TITLE** Deputy Head Teacher – Ashmole Primary School

**GRADE OF POST:** L12 - L15

**RESPONSIBLE TO:** The Head Teacher

**PURPOSE OF JOB:**

To assist the Head Teacher with the management and organisation of the Primary seeking to achieve the highest standards of staff performance, student achievement, student conduct; improving the quality of teaching and learning and ensuring the effective daily operation of the Primary. To deputise in the event of short term absence of the Head Teacher.

**EMPLOYMENT DUTIES:**

These responsibilities relate directly to the duties for which the incentive allowance has been awarded. This is in addition to the Job Description for a general teacher and to the conditions of service and job description specified for a member of the Leadership Team in the Academy Teachers' Pay and Conditions Document

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### GENERAL

1. To be an active and supportive senior member of the Primary's leadership team and to support the Head Teacher and other colleagues in the Management and strategic development of the Primary.
2. To support the Head Teacher in monitoring and evaluating quality of teaching and student achievement.
3. Manage the Primary effectively and undertake professional duties of the Head Teacher in his absence.
4. Support and represent the Head Teacher at meetings as and when required.
5. To keep abreast of key developments pertinent to the leadership and management of a Primary and statutory requirements, keeping the Head Teacher fully informed of the developments.
6. To develop effective networks and partnerships promoting educational improvements and success.
7. To develop outstanding relationships with parents/carers.
8. Take responsibility for the development and monitoring of a curriculum area(s), a whole Primary curriculum aspect(s), year team or sections of the Primary.
9. Manage innovation and change.

10. To share with other senior staff the responsibility for ensuring the smooth and effective daily operation of the Primary, the conduct of its students and the performance of the Primary staff.
11. To contribute to the development and implementation of the Primary's strategic plans.
12. To follow the principle of 'cabinet responsibility' regarding management decisions and actions.
13. To work actively in developing the views and support of the staff to ensure that all work together in a common direction towards the aims of the Primary.
14. To build effective and harmonious relationships with staff.
15. Implementation of the Primary's performance management policy, to secure Primary improvement and individual professional development.
16. To develop and sustain highly motivated staff.
17. To participate in the selection and deployment of teaching and non teaching staff of the Primary.
18. Promote the development of the whole Primary and actively discourage the promoting of sectional interests.
19. To support the development a whole Primary approach to monitoring and evaluating in line with the Ofsted model of self-evaluation.
20. To support the Headteacher in the preparation of the Primary and the staff for subsequent Ofsted and other inspections.
21. Promote multi-agency working in support of the Every Child Matters agenda and new educational legislation.
22. To develop, implement and monitor the Primary's policy on equal opportunities.
23. To support, review, develop and appraise the work of departments as agreed with the Head Teacher.
24. To assist and advise the governing body as required.
25. Undertake such duties as are delegated by the Head Teacher.
26. To undertake key areas of responsibility within the Primary as determined by the Head Teacher and published in the staffing structure. The Head Teacher may rotate the duties of Assistant Head Teachers and Deputy Head Teachers as required by the needs of the Primary.
27. To safeguard and promote the welfare of children

The Job Description is not rigid or exclusive and may be adjusted at any time by the Head Teacher to meet the needs of the Primary.

Post Holder: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_