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**JOB DESCRIPTION**

**Deputy Headteacher at Applegarth Primary School**

**Statutory**

1. To fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions Document relating to the Conditions of Employment of Deputy Headteacher.

2. To seek to achieve any performance criteria, objectives or targets agreed with or set by the School’s Governing Board in accordance with the requirements set out in the agreed School Teachers’ Pay and Conditions Document and ensure that the school is compliant with all statutory guidance and legislation.

3. To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School’s policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and other stakeholders feel able to raise concerns and that these are addressed sensitively and effectively.

The School's Governing Body wish a particular emphasis to be placed upon the following:

1. To work towards the National Standards for Headteachers as published by the DfE.
2. To deputise in the absence of the Headteacher and give leadership and contribute to the strategic direction of the school in line with the vision and values.
3. To work in conjunction with the Headteacher to raise standards across the school with particular reference to academic performance so that all pupils achieve to the very best of their ability.
4. To support the Headteacher in the provision of and delivery of excellent learning and teaching. This may include responsibility for a key area of leadership/school improvement as directed by the Headteacher.
5. To work with the Headteacher to establish a vision for school improvement and to lead the staff and Governing Board to plan, implement, review, and evaluate the impact of the School Development Plans with the wider senior leadership.
6. To support the Headteacher to further develop and extend partnership working with a variety of stakeholders and other bodies through co-operation and collaboration.
7. To establish a reflective culture through a process of rigorous self-evaluation, including quality assurance and performance management at all levels.
8. To develop, inspire and motivate effective teams to deliver high quality education and thereby raise standards across the school.
9. This post holds a teaching responsibility of 2 days teaching per week. Teaching commitment may vary, depending on needs of the school.

These duties are neither exclusive nor exhaustive and the post holder will be required to undertake other duties and responsibilities as agreed with the employer.

This Job Description may be amended at any time after consultation with the post holder and will be reviewed annually.