PEMBROKESHIRE COUNTY COUNCIL

JOB DESCRIPTION

<table>
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<th>JOB TITLE:</th>
<th>Deputy Head Teacher</th>
<th>POST REF:</th>
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<tr>
<td>SCHOOL</td>
<td>Gelliswick Church in Wales VC Primary School</td>
<td>GRADE: L11-15</td>
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<td>DIVISION:</td>
<td>Schools</td>
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<td>RESPONSIBLE TO:</td>
<td>Head Teacher</td>
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**JOB PURPOSE**

In addition to carrying out the professional duties of a teacher in the school as outlined below including those duties particularly assigned to him by the head teacher, the deputy head teacher shall play a major role under the overall direction of the Head Teacher in:

a) Formulating the aims and objectives of the school;
b) Establishing the policies through which they shall be achieved;
c) Managing staff and resources to that end; and
d) Monitoring progress towards their achievement;

as well as undertaking any professional duties of the head teacher which the head teacher reasonably delegates to him.

The post holder will also be expected to undertake, to the extent required by the head teacher and/or the governing body, the professional duties of the head teacher in the event of his absence from school.

**PRINCIPAL RESPONSIBILITIES**

This job description is to be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder’s title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the ‘Burgundy Book’) and to locally agreed conditions of employment to the extent that they are incorporated in the post holder’s individual contract of employment.

You will be responsible for promoting and safeguarding the welfare of children and young person’s you are responsible for, or come into contact with and value and respect the views and needs of children and young people. Deputy Head Teachers are required to demonstrate consistently high standards of personal and professional conduct.

As a qualified teacher and leader, you will be expected to adhere to the Leadership Standards and evidence this as part of the performance management process.

**PROFESSIONAL DUTIES**

**Teaching**

- Plan and teach lessons to the classes they are assigned to teach within the context of the school’s plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.
Whole School Organisation, Strategy and Development

- Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- On a rarely cover basis in line with definition within the STPCD, Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, Safety and Discipline

- Promote the safety and well being of pupils.
- Maintain good order and discipline among pupils.

Management of Staff and Resources

- Direct and supervise staff assigned and where appropriate other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated.

Professional Development

- Participate in arrangements for the appraisal and review of their own performance and where appropriate that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development (in line with the Appraisal Regulations) and where appropriate that of other teachers and support staff induction.
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his supervision and training.

Communication

- Communicate with pupils, parents and carers.

Working with Others

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

PERSON SPECIFICATION

Qualifications, Education and Training

- Qualified Teacher Status
- NPQH or relevant leadership qualification desirable
- Up to date membership of the Education Workforce Council

Knowledge and Experience

- Evidence of CPD relating to leadership and management
- Can manage the school in the absence of the Head Teacher
- Can add to the strategic direction of the school
- Experience of working and leading staff teams
- Leadership of middle management
- A record of excellent classroom practice
- Knowledge and understanding of applying key strategies and skills in the classroom
- A detailed knowledge and understanding of the National Curriculum

Skills and Personal Qualities

- Have a high standard of communication skills, both verbal and written
- A strong commitment to developing pupils’ achievements
- Well organised, enthusiastic and committed to improving standards
- Good team member with the ability to work on his/her own
This post requires a satisfactory enhanced DBS disclosure