**Vallis First School Deputy Headteacher Job Description**

**Main Duties of the Post:**

With the direction and support of the Headteacher you will:

* Deputise for the Headteacher, acting up in their absence.
* Ensure that the school provides an excellent quality of education for all pupils at the school.
* Lead Curriculum, Planning and Assessment.
* Monitor performance and progress towards the schools’ objectives
* Provide a safe, calm and well-ordered environment for all pupils and staff with a strong focus on safeguarding and the development of exemplary behaviour in school.
* Enhance and reinforce the school's existing nurturing environment to continue to support all children to grow kind hearts, curious minds and be world-ready.
* Secure continuous improvement with a consistent focus on pupil achievement by modelling high expectations and stretching targets, using aspirational data and benchmarking to monitor progress.
* Enable effective curriculum delivery through appropriate sharing of teaching expertise and ensuring a creative and effective approach to teaching and learning.
* Ensure that policies, systems and processes are integrated, consistent and working effectively.
* Model positive relationships and attitudes towards our pupils and engage parents and members of the local community in the constant improvement of all that we do.
* With the Headteacher, manage all staff, ensuring they are working consistently, effectively and to the appropriate teaching standards across the school.

**Key Duties and accountabilities of the post**

* Lead the school's improvement and development with a focus on curriculum.
* Lead a core subject and a foundation subject, as needed.
* Act as a custodian for the school’s vision and ethos.
* Hold the Designated Safeguarding Lead role for our school.
* Mentor ECTs and oversee student placements.
* Ensure that actions within the school are consistent with our School Development Plan.
* Lead assemblies and parent meetings/presentations as needed.
* Attend and lead or take part in relevant meetings as required.
* Demand ambitious standards for all pupils overcoming disadvantage, instilling a shared sense of accountability in staff for the impact of their work on pupil outcomes.
* Maintain effective teaching for all pupils through an understanding of the features of successful classroom practice and curriculum design.
* Ensure that a commitment to a fully inclusive approach maintains the nurturing environment of the school and permeates all decision making.
* Develop and maintain positive relationships with all staff members and key stakeholders, including governors and parents.

**Leadership and Management**

* Promote collaborative working and sharing of best practice across the school.
* Support the development and implementation of the School Self-evaluation and Development Plan.
* Create an ethos within which all staff are motivated and supported to develop their own skills and support each other.
* Ensure high levels of staff morale and well-being.
* Hold support staff accountable for professional standards, through performance management.
* Welcome strong governance and actively support the governing body to deliver their functions producing relevant reports and key information as required.
* Lead by example, uphold and model the highest personal and professional standards including integrity, honesty, diligence and respect for others at all times when executing duties in line with the post.
* Manage time effectively, prioritising tasks appropriately to ensure deadlines are met.
* Support the day-to-day management of the school.
* Contribute to the tracking and reporting of pupil progress and attainment, analysing school and national data, presenting reports as needed.
* Contribute to monitoring a range of activities, including work scrutiny, planning, and feedback from pupils.
* Assist in the recruitment of staff, following policies and procedures.

**Teaching and Learning**

* Identify and model innovative approaches to teaching and learning.
* Undertake a teaching commitment, as directed by the Headteacher, and provide cover where needed.
* Consistently demonstrate high quality teaching and learning, maintaining a classroom that is inspirational for other staff and provides an outstanding learning environment.
* Establish a culture of ‘open classrooms’ as a basis for role-modelling and sharing best practice.
* Raise standards in teaching and learning across the school, by supporting and developing others.
* Develop high expectations and a strong culture for behaviour management, in line with the school’s policy.
* Support high quality CPD, leading staff training where needed, to improve teaching and learning.

**Other Duties**

* To undertake additional duties as required, commensurate with the level of the post.
* To participate in induction training, staff performance management processes and professional development opportunities.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc., reporting all concerns to the Headteacher.
* The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled throughout the academic year including during the holiday periods.
* There will be a requirement to work beyond school hours particularly in supporting and attending school and community-based events.
* Be a flexible and supportive member of the team.
* To be willing to cover class teaching on an ad hoc basis to facilitate sickness absence cover, release time or emergency as deemed necessary by the Headteacher.