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**Job Description**

**Post Title Deputy Headteacher**

**Key Areas of Responsibility** Quality of Teaching Lead

Operational Lead

Literacy Lead

Line Management of agreed key areas

School / home communication

**Salary L9-14**

**Responsible to** Headteacher

**Role**

* To ensure the school curriculum is delivered through high quality teaching and learning that maximises all pupils’ potential and enables them to become enthusiastic and independent learners.
* To contribute to the development and delivery of the federation vision and values.
* To lead on whole school literacy.
* To be a role model to all staff demonstrating positive leadership behaviours, confidentiality and discretion.
* To act as operational lead for the school.
* To act as Headteacher in the absence of the current post holder.

**Key tasks and responsibilities**

* To secure and sustain effective teaching and learning throughout the school through structured monitoring, evaluation and review processes and to include, as appropriate, liaison with inspectors, advisers and consultants.
* To put in place an effective CPD programme focused on enhancing learning.
* To ensure appropriate support and interventions are put in place, as necessary, to secure effective teaching and learning.
* To ensure that pupils experience continuity of learning and effective progression to maximise academic potential.
* To develop and maintain policies and practices across the school that promote inclusion and high achievement through effective teaching and learning and the creation of a culture and ethos that demands positive attitudes and respect towards each other, the environment, the community and the wider world.
* To lead others to implement a wide range of coherent strategies to raise students’ achievement and attainment in Literacy.
* To develop and implement strategies relating to Literacy that enable all pupils (including the most able) to maximise their learning and achievement and deliver examination results in line with school targets.
* Co-ordinate the sharing of best practice across the federation and seek opportunities to collaborate with other innovative and high performing schools and networks to share and develop pedagogies.

**Leading and Managing Staff**

* To line manage staff as outlined in the accountability framework so as to ensure the effective delivery of the curriculum, in line with school policies, and securing high quality teaching and learning throughout and across the subjects.
* To carry out appraisals of staff so as to secure outstanding academic performance and effectively plan and deliver professional development activities to promote high quality teaching and learning.

**Effective Deployment of Staff and Resources**

* To participate in the recruitment and deployment of teaching and support staff.
* To deploy accommodation effectively to meet teaching and learning needs, including those for individual pupils and ensure accommodation promotes high quality teaching and learning.
* To participate in arrangements made in accordance with the Regulations for the appraisal of staff.

**Quality Assurance**

* To monitor and evaluate your own performance.
* To effectively implement appropriate quality control systems.
* To monitor the work of teachers and ensure evaluative reports are produced in line with the schools evaluation policy.