

Hamilton School

Deputy Head Teacher – Job Description

Salary Scale: Group 5, Points 16 - 20

1. Job Purpose

To promote the general educational progress and well-being of pupils in the school.

2. Duties and Responsibilities

2.1 To undertake the professional duties of a teacher other than a head teacher, as set out in the School Teachers' Pay and Conditions Document, including those duties particularly assigned by the head teacher;

2.2 As required by the School Teachers' Pay and Conditions Document, to 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;
- (d) monitoring progress towards their achievement;

in accordance with the policies of the Local Authority and the school development plan as determined by the Governing Body;

2.3 To undertake any professional duties of the head teacher reasonably delegated by the head teacher;

2.4 To undertake, to the extent required by the head teacher or the governing body, the professional duties of the head teacher in the event of the head teacher's absence from the school.

2.5 To advise the head teacher on personnel, curricular, organisational and administrative issues;

2.6 To be fully involved, in conjunction with the head teacher, with performance management policies and procedures;

2.7 To be fully involved with staff professional development in formulating effective programs of in-service training allied to the school improvement plan;

2.8 To play an integral role in the organisation of staffing on a daily basis

2.9 To implement, monitor and evaluate the systems and procedures for the professional development of staff, and ensure that the standards are effectively translated into practice and effectively maintained;

2.10 The management of internal monitoring systems and procedures, including Quality Assurance of Education Health Care Plan Reviews;

- 2.11 To plan and co-ordinate the development of curriculum areas as agreed with the head teacher;
- 2.12 To work as part of the Senior Leadership Team on appropriate use of Pupil Premium and play a leadership role in the process of secondary transfer;
- 2.13 To lead effective quality assurance of teaching and learning across the school ensuring that all students receive outstanding education tailored to their own individual needs
- 2.14 To lead the behaviour team in ensuring that behaviour across the school is managed well with appropriate strategies in place.
- 2.15 To ensure staff are given the appropriate training to help them devise effective strategies to manage behaviours.

3. Line Management – responsibility to and for

- 3.1 Responsible to the Head Teacher.
- 3.2 Responsible for the supervision of designated teaching and support staff.

4. Conditions of Employment

4.1 The above responsibilities are in accordance with the requirements of the School Teachers’ Pay and Conditions Document in terms of duties and working time, also any local agreements and LA guidance on interpreting teachers’ conditions of service.

5. Review and Amendment

5.1 This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

6. Complaints

6.1 If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job description issued after consultation:

Signature of the Head Teacher

Copy received by:

Signature of the Postholder

Date: