



# Acting STEP Deputy Head Teacher

## Job Description

### **Teaching Responsibilities**

- Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD).

### **General**

- Promote the agreed vision of STEP Academy Trust.
- To support and promote the aims and ethos of STEP Academy Trust.
- To provide an example of inspirational and outstanding teaching for colleagues.
- Be committed to raising standards of achievement.
- To play a leading role in the school improvement process.
- To contribute to the on-going process of Academy self-evaluation.
- Implement all the policies agreed by STEP Academy Trust, Board of Trustees and Strategic Governing Body.
- Provide a safe, welcoming, organised, creative and interesting learning environment.
- Be aware that each child has a right to equal opportunities and equal access to the curriculum.
- Maintain high expectations and insist the children always produce their best.
- Work collaboratively with colleagues, setting high professional standards.
- Maintain good order and discipline amongst the pupils when they are in school and engaged in school activities elsewhere.
- Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.
- Take an active part in the life of the Academy.

### **Evaluation, Assessment and Record Keeping**

- Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.
- Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.
- Mark work, providing regular feedback, according to the agreed Feedback Policy.
- Set regular ambitious yet achievable targets for the children.

### **Other Responsibilities**

- Participate in scheduled meetings, including a weekly team meeting.

- Participate in duty rosters, including taking assemblies.
- Participate in the school's arrangements for appraisals and other professional development activities.
- Safeguard the health and safety of all children.

### **Deputy Head Teacher Responsibilities**

- Deputise in the absence of the Head Teacher.
- Develop a senior leadership partnership with the Head Teacher and Senior Leadership Team. Work with them to ensure that the school meets challenging targets for improvement.
- Undertake any professional duties that the Head Teacher might delegate.
- Lead Teaching and Learning across the school, including organising ongoing CPD programmes for staff across the Academy.
- Together with the Head Teacher, oversee assessment and tracking procedures and regularly analyse results.
- Monitor the impact of support programmes for underachieving pupils, and feedback for teachers, learning support assistants and Governors.
- Manage staff training courses and cover for absent staff.
- Take overall responsibility for managing and enhancing the curriculum of our Greater Depth pupils.
- To work alongside the Head Teacher in leading staff development and staff appraisals.
- Work with the Head Teacher to implement policies and procedures.
- Prepare and deliver reports to the Academy Committee as required.
- Be responsible for the school diary and liaise with other senior managers to arrange cover as and when required.

### **Team Leader Responsibilities**

- Take overall responsibility for and through coaching, provide leadership support for Middle Leaders.
- Generate an atmosphere of focus, drive and high expectations based on your own practice.
- Be a strong role model.
- Advise and support teachers in your team.
- Ensure agreed structures and policies are observed by all members of the team.
- Assume responsibility for discipline across the Academy, meeting parents where appropriate.
- Coordinate and chair team weekly phase meetings as needed (keeping minutes).
- Monitor planning of your phase on a weekly basis to ensure it effectively meets the needs of the children.
- Regularly monitor children's books ensuring high expectations are maintained and Academy procedures are followed.
- Monitor and moderate the assessments of teachers in your team providing written and/or verbal feedback e.g. termly writing samples.
- Support teachers in the writing of support plans and monitor children's progress towards achieving agreed targets.
- Agree and regularly review challenging pupil and class targets with teachers in your phase.

- Coordinate formal assessments in your phase; e.g. EYFS Profiles.
- Evaluate standards across the phase, assess progress and identify areas of weakness.
- Provide clear information for parents.
- Oversee the organisation of class trips, journeys and productions across the school.
- Keep notes on matters relating to the team including: meetings with staff, interactions with parents and incidents involving children. Notes should be dated and uploaded to Cpoms.

#### **AIP Priority Leader Responsibilities**

- Lead on a priority identified in the current Academy Improvement Plan (AIP), involving other staff where appropriate.
- Play a leading role in the development of the AIP and in delivering the aims of the Academy.
- Devise and implement an action plan for the current academic year.
- Evaluate the impact of actions at the end of the academic year.
- Keep up-to-date with current developments in the designated area and communicate these to the staff, advising on INSET needs and liaising with relevant personnel/services as appropriate.
- Where appropriate, implement assessment and tracking procedures.
- Where appropriate, monitor standards of achievement in the designated area.
- Ensure issues of equal opportunities/access are addressed in the designated area.

### **Safeguarding Children and Safer Recruitment**

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

#### **The Deputy Head Teacher should support the Head Teacher in ensuring that:**

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy and code of conduct.

**An ENHANCED DBS check is required for this post.**

**This Job Description is subject to annual review and alterations may be negotiated to reflect the changing needs of STEP Academy Trust.**