



JOBSEEKER
RESOURCES

JOB DESCRIPTION – DEPUTY HEAD

Deputy Head Job Description

The following may be adapted and used as a basis for a job description for the specified post. Where extra detail would be helpful, this is indicated in italics.

Post: Deputy head teacher

Responsible to: Head teacher

Job purpose: *optional summary*

Responsible for: *optional*

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Teaching and learning

1. Carry out teaching duties in accordance with the school's schemes of work and National Curriculum
2. Liaise with colleagues to deliver units of work in a collaborate way
3. Work with teaching assistants and the SENCO
4. Set targets for student attainment levels
5. Set work for students absent from school
6. Demonstrate good practice in the teaching areas of responsibility

Assessing and reporting

1. Record students' work
2. Maintain lesson evaluations
3. Mark and return work within agreed time span, providing feedback and targets
4. Provide assessment reports to monitor student progress
5. Liaise with parents and attend consultation evenings
6. Work within the Code of Practice relating to Special Educational Needs

Leadership and management

1. Support and deputise for the head teacher
2. Understand issues relating to the organisation, ordering and funding of resources
3. Support and uphold the school's policies on behaviour, discipline and bullying
4. Develop the curriculum at [*specify a Key Stage if appropriate*]
5. Undertake responsibility for [*specify subjects if appropriate*]
6. Manage the budgets for [*specify subjects if appropriate*]
7. Coordinate the delivery of health and safety policies
8. Contribute to staff development activities
9. Manage the performance of teaching assistants

Standards and quality assurance

1. Support the aims and ethos of the school [*provide detail*]
2. Set a good example in terms of dress, punctuality and attendance
3. Attend and participate in open evenings and student performances
4. Uphold the school's behaviour code and uniform regulations

5. Participate in staff training
6. Attend team and staff meetings
7. Develop links with governors, LEAs and neighbouring schools

Other duties and responsibilities

List other duties that the head teacher may from time to time ask the post-holder to perform.