

Milecastle Primary School

Hillhead Parkway, Chapel House, Newcastle upon Tyne, NE5 1LH

T: 0191 267 4510

e: admin@milecastle.newcastle.sch.uk

w: www.milecastle.newcastle.sch.uk



Head Teacher: Mrs S Richardson

Post Title:	Deputy Head Teacher
Pay scale:	Leadership Group range L5 – L9
Responsible to:	Head Teacher
Responsible for:	Performance and Curriculum Leader; Teaching and Learning, Assessment and Data Leader.

Job Description:

- To assist the Head Teacher in managing, organising and developing the school and its staff.
- To deputise for the Head Teacher as required.
- To lead one or more significant whole school priorities.
- To carry out other management responsibilities or tasks allocated.
- To carry out the professional duties of a teacher.

Main responsibilities:

The following list is typical of the level of duties which the Deputy Head Teacher will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

General

- To carry out the professional duties of a Deputy Head Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the National Curriculum and the school's bespoke curriculum design.
- To undertake the professional duties of the Head Teacher in the event of their absence from the school or as required by the ONE Trust.
- To assist the Head Teacher and the leadership team in the management, organisation and running of the school, including assisting in the development and implementation of school aims, objectives, procedures, policies and practices.
- To manage staff and resources in their Key Stage/Phase. To manage and monitor whole school priorities.
- To assist in development of the school self-evaluation, school improvement plan, including the Pupil Premium Strategy and other statutory documentation. Take a lead role in implementing specific objectives.



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- To demonstrate excellent teaching practice and innovate, inspire and motivate other staff. Promote teamwork and trust and be a professional role model for other staff.
- To participate in, and where appropriate, lead staff training and continuous professional development. Assist the Head Teacher in the implementation of performance management systems.
- To lead and co-ordinate the curriculum across the whole school. Monitor, evaluate and set targets for appropriate areas.
- To assist in the development and management of the whole school calendar and plan and manage school timetables.
- To take a lead responsibility for child protection issues as a Designated Safeguarding Lead, providing advice and support to staff and parents, liaising with the local authority and working with other agencies in order to ensure child protection concerns are dealt with promptly and effectively.
- To work effectively with external agencies and providers. To take the lead as a Designated Teacher for Children in Care and be aware of local opportunities which support aims for children, young people and their families.

