



THE RICHARD PATE SCHOOL

Job Description: DEPUTY HEAD

Job Purpose:

The Deputy Head will:

- teach a class of pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs (all members of the Senior Management Team are form teachers as well)
- serve as a member of the Senior Management Team to ensure the smooth day to day running of the school as well as charting the future success of the school
- be responsible for overseeing teaching and learning within the school
- maintain the positive ethos and core values of the school working with pupils, staff, parents, trustees and various outside agencies
- contribute to constructive team building amongst teaching and non-teaching staff
- act as mentor to Bachelor of Education students and co-ordinate their teacher training experience while at school

Duties:

The Deputy Head will:

- work closely with HM, other Deputy Head (DH) and members of the Senior Management Team to implement agreed school policies and guidelines
- play a lead role in curriculum planning and development

- monitor and promote high quality teaching and learning through curriculum observation and work scrutiny
- drive standards through monitoring and evaluating pupil progress
- act as Gifted and Talented Co-ordinator
- work alongside curriculum co-ordinators to ensure curriculum policies are kept up to date
- work alongside fellow DH to ensure highest standards of pastoral care are maintained
- work alongside HM and other DH to deliver the staff appraisal programme
- deliver Tuesday assembly to Year 3 to 6 pupils
- deputise alongside other DH in the HM's absence
- co-ordinate Junior Induction meeting in the Summer Term