



DEPUTY HEADTEACHER & KEY STAGE 1/KEY STAGE 2 TEACHER
AT THE BELVEDERE PREPARATORY SCHOOL
www.belvedereprep.com

JOB DESCRIPTION

POSITION:	DEPUTY HEADTEACHER & KEY STAGE 1/KEY STAGE 2 TEACHER
SCHOOL:	THE BELVEDERE PREPARATORY SCHOOL
JOB SALARY:	DEPENDENT ON EXPERIENCE
RESPONSIBLE TO:	HEADTEACHER

MAIN PURPOSE OF THE ROLE

Deputy Headteacher; monitoring and evaluating the Curriculum; Analysis of Assessment Data and Pupil Progress; Key Stage 1 or Key Stage 2 Teacher.

MAIN RESPONSIBILITIES (DEPUTY HEADTEACHER)

- To support and deputise for the Headteacher.
- To assist the Headteacher in monitoring and evaluating the Curriculum and analysis of Assessment Data.
- To manage a team of teachers and teaching assistants/staff and act as a reviewer for Performance Management.
- To lead in the development, implementation and evaluation of the schools' planning, assessment and recordkeeping procedures.
- To model outstanding practice in Teaching and Learning.
- To support and advise colleagues (Curriculum and Assessment).
- To observe lessons, undertake work sampling and feedback to teachers.
- To be involved in target setting through monitoring; ensuring challenge and high expectations for all groups.
- To organise and lead regular team/phase meetings.
- To develop a creative and innovative curriculum that takes account of the needs of all groups of learners.
- To work closely with the Headteacher to analyse data half termly/termly on the standards achieved within each of the year groups, including strategies to improve underperformance for any group.
- To respond strategically to data in order to raise outcomes for all groups.
- To promote and ensure up to date training for all staff.
- To be a member of the Leadership Team involved in strategic decision making to address key aspects of school improvement/development.
- To link closely with the Management Board.
- To create an annual Curriculum and Assessment Action Plan to support the School Improvement Plan and manage the budget effectively.
- To contribute to aspects of the whole School Development Plan and SEF. Be responsible for the budget allocated to the subject area, and prioritise resource needs as indicated in the School Improvement/Development Plan.
- Review, monitor and evaluate current practice (including schemes and policies) and provide feedback to the Leadership Team.
- Be an excellent class teacher and support colleagues to improve their teaching skills through team planning, team teaching and mentoring.
- Liaise with the Headteacher in coordinating planning, assessment and record keeping throughout the school.
- Lead INSET and coordinate CPD to develop staff knowledge and expertise.
- Keep abreast of new educational developments and ensure that these are shared with colleagues.

PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

At The Belvedere Preparatory School we endeavour to achieve the highest possible standards in all we do.



- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.
- To undertake any other reasonable duties as assigned by the Headteacher.

PERFORMANCE STANDARDS

- To ensure that the teacher's standards are met and adhered to.
- To carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy, at all times.
- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance; and uphold the school's behaviour code and uniform regulations
- Be calm and flexible when dealing with pupils, staff and parents, in accordance with the Behaviour Policy of the school
- Develop links with Management Board, the LA and neighbouring schools.
- Attend and participate in Open Evenings/ Pupil Performances/ concerts etc.
- Participate in staff training
- Attend team and staff meetings

EQUAL OPPORTUNITIES

- To implement the Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010

SAFEGUARDING

- To remain vigilant and do everything possible to protect pupils and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

HEALTH AND SAFETY

- To work in compliance with the School's Health and Safety Policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

DATA PROTECTION

- When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.