



## NAME OF EMPLOYEE

**SALARY**                                  L19-L23

**JOB DESCRIPTION** – effective from date of agreement

**JOB TITLE**                                  Deputy Headteacher - Pastoral

### **1.0 GENERAL DUTIES**

- 1.1 To assist the Headteacher in providing professional leadership for the school, including taking a leading role in the day-to-day management of the school.
- 1.2 To assist the Headteacher in securing the success of the school and its continual improvement.
- 1.3 To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour.
- 1.4 To undertake all relevant teaching duties, as required, whilst acting in that capacity.
- 1.5 To deputise for the Headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.

### **2.0 SPECIFIC DUTIES**

- 2.1 Lead responsibility for all pastoral provision, the pastoral curriculum and high standards of pupil behaviour, attitudes, attendance and personal development.
- 2.2 Lead responsibility for pupil well-being and safeguarding.

### **3.0 STRATEGIC DIRECTION AND SCHOOL DEVELOPMENT**

- 3.1 To assist the Headteacher in developing the school's vision, ethos values and strategic direction.
- 3.2 To significantly contribute to the formulation, monitoring and implementation of the School Development Plan along with the Headteacher, governors and other senior staff.
- 3.3 Keeping fully up-to-date with Education policy, including relevant legislation, statutory guidance and good practice recommendations within the sector.
- 3.4 Contributing to decisions on all aspects of policy in the school.
- 3.5 Providing advice and support to the governing board to aid it in conducting its strategic responsibility.
- 3.6 To support staff to understand and adhere to the school's strategic direction.

### **4.0 LEADERSHIP AND MANAGEMENT**

- 4.1 Assisting and supporting the Headteacher in all functions of their role.
- 4.2 Evaluating the school's performance in relation to its targets, aims and objectives and adjusting the school's plans/practice in line with the findings.
- 4.3 To assist the Headteacher in school self-review and evaluation and in the effective planning and management of school resources to secure improvements.
- 4.4 To provide effective leadership and management to a team/teams of staff, as agreed with the Headteacher.
- 4.5 Motivating and supporting staff in their roles as necessary.
- 4.6 To take a significant role in the implementation of the school's appraisal policy, to secure school improvement and individual professional development.
- 4.7 To participate in recruitment and selection, as agreed with the Headteacher.
- 4.8 To make a significant contribution to the school's continuing professional development programme, including co-ordinating training programmes, delivering



INSET and working with individuals and teams in a variety of professional development activities.

## **5.0 PUPIL WELLBEING AND SAFEGUARDING**

- 5.1 To take the lead role in managing pupil behaviour across the school.
- 5.2 To take the lead responsibility for promoting and safeguarding the welfare of pupils, and supporting the DSL and deputy DSLs in conducting their duties.
- 5.3 Creating and contributing to a school culture which prioritises pupil wellbeing and mental and physical health.
- 5.4 Being an approachable and professional authority figure for pupils to come to with any issues they may have.
- 5.5 Creating and contributing to the creation of an enriching and positive culture which impacts school life and ensures a positive and respectful attitude amongst pupils and staff in the school.

## **6.0 TEACHING AND LEARNING**

- 6.1 To support the Deputy Headteacher – Curriculum, as determined by the Headteacher, in:
  - Monitoring standards of teaching and learning in the school to ensure the highest quality of education for all pupils.
  - Ensuring reliable processes are in place when assessing pupils' knowledge and understanding of the curriculum.
  - Ensuring that resources are managed and appropriately allocated across the school to support effective teaching and learning.
  - Contributing to creating a culture of high attainment and performance where high standards are held for all pupils from all backgrounds, abilities and needs.
  - Working with the SENCO to ensure that the curriculum effectively supports all pupils with SEND to thrive academically.
  - Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies.
  - Implementing systems for recording pupils' progress.
  - Contributing to the establishment and monitoring of systems to keep parents informed about the curriculum and their children's performance.

## **7.0 OTHER DUTIES AND RESPONSIBILITIES**

- 7.1 To liaise effectively with parents and carers to ensure good relationships between school and home.
- 7.2 To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- 7.3 To take whole school assemblies and to support other staff with assemblies.
- 7.4 To attend occasional meetings during evening hours, at weekends or in school holidays, as required.
- 7.5 To understand and act in accordance with the school's equal opportunities policies and to actively promote equality of opportunity.
- 7.6 Undergoing training as necessary to ensure that all aspects of the role can be effectively conducted.
- 7.7 To comply with the school's Health and safety policy, undertaking risk assessments as appropriate and raising awareness of Health and Safety issues among all members of the school community.



# Bartley Green School

ASPIRATION    ACHIEVEMENT    ACCEPTANCE    RESPECT    RESILIENCE    REWARD

7.8 To undertake any reasonable task or duty required to ensure the smooth running of the school, as requested by the Headteacher.

## 8.0 REVIEW AND AMENDMENT

8.1 This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.

Job Description issued by  
after consultation

\_\_\_\_\_  
(Signature of Headteacher)

Copy received by

\_\_\_\_\_  
(Signature of Employee)

Date

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