



Job Description

Job title: Deputy Headteacher

Salary: L18 – L21 (£64,143 - £69,031)

Contract type: Full-time, permanent

Reporting to: Headteacher

Responsible for: Curriculum and Standards

Purpose:

- To deputise and undertake overall responsibility for the school in the absence of the Headteacher and on any other occasions which are deemed necessary.
- To further the aims of the school and support the Headteacher in ensuring the vision of the school is communicated and clarified and to foster a culture that promotes excellence, equality and high expectations of all pupils and staff.
- To share with the Headteacher a responsibility for providing quality assurance in all the school's activities.
- To provide for the Headteacher an overview of major school issues through a wide-ranging awareness and contact with staff, the pupils, and their families/carers.
- To assist the Strategic School Business Manager in promoting awareness and observation of the Health and Safety guidelines of New Fosseway School and Bristol City Council
- To contribute to the overall leadership and management of New Fosseway School with specific responsibilities identified.

Key Responsibilities

Strategic Direction and Development of the School:

1. To be a strategic leader and thinker, able to successfully manage and implement change.
2. To take the initiative and be accountable for your decisions and your areas of your responsibility and for those you line manage.
3. To work with the Headteacher and other members of the leadership team to ensure the successful delivery of the vision, ethos, aims and objectives of the school.
4. To contribute to the formulation of overall aims and objectives for the school and relevant policies requiring implementation.
5. To contribute to the creation of an ethos and provide the educational vision and direction which enables effective teaching and support, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental, and physical well-being in preparation for the opportunities, responsibilities, and experiences of adult life.
6. With the school leadership team, support the Headteacher in the evaluation, development, and implementation of the School Development Plan.

7. To assist the Headteacher in identifying school needs by a process of school self-evaluation, as agreed by the governing body. To assist in the monitoring and review of the outcomes of the review.
8. To work with the Headteacher and Strategic School Business Manager in monitoring and managing the school budget.
9. To support the Headteacher in securing the commitment of parents, carers, stakeholders and the wider community to the vision and direction of the school.
10. To provide appropriate leadership to ensure all staff are committed to and involved in the achievement of objectives securing the success of the school.

Leading Teaching and Learning:

1. Be the strategic lead for all aspects of school curriculum.
2. Work with and develop middle leaders to ensure the New Fosseway curriculum is ambitious, setting high expectations of standards which maximises pupil achievement and meets EHCP outcomes.
3. Promote innovative approaches to teaching and learning.
4. Provide strategic leadership for specified whole school initiatives, including a specific focus on teaching and learning.
5. Monitor the quality of teaching and pupils' learning through the analysis of assessment data, observation of teaching, work scrutiny, and pupil feedback in collaboration with the rest of the Senior Leadership Team.
6. Contribute to the development of teaching and learning by supporting training programmes, coaching and mentoring of all staff.
7. Monitor, evaluate and review practice and promote improvement strategies to ensure that under-performance is challenged at all levels and appropriate changes to practice are swiftly implemented.

Leading and Developing People:

1. Take a lead in the performance management of identified staff as agreed with the Headteacher.
2. Promote a culture of continuous professional development (CPD) for all, where learning and development activity is closely linked to individual, team and organisational priorities.
3. To ensure that performance reviews are undertaken in a timely manner and that target setting is of a high standard, relevant and plays a key role in securing continuous improvement.
4. To share with the Headteacher the responsibility for supporting and promoting the wellbeing of all staff.
5. To ensure that appropriate support systems are in place for Early Career Teachers.
6. To carry out return to work interviews following staff absence.
7. To assist the Headteacher in the recruitment and deployment of staff.

Supporting Children, Young People, and their families:

1. To have responsibility for safeguarding as the Designated Safeguarding Lead
2. To work with school leadership team in ensuring that the needs of individuals are considered at all stages of planning in school.
3. To have responsibility for improving attendance of pupils who are persistently absent.
4. To support pupils and their families by ensuring that the needs and priorities for individuals are widely disseminated.
5. To oversee that all pupils with medical needs have up-to-date Health Plans and access to medicine on site as required.
6. To liaise with the relevant health professionals on ensuring that medical data is up-to-date, and

health plans are being followed correctly in school.

7. To ensure that the school is meeting its statutory duties when supporting pupils with medical conditions at school.
8. To support pupils and their families by ensuring that the needs and priorities for individuals are widely disseminated.

Accountability:

1. To work collaboratively with the school's Headteacher in order to provide accurate and timely reports, objective, advice and support, enabling the school to meet its responsibilities.
2. To support staff in understanding their own accountability and promote performance management as a means of improving teaching, learning and leadership at New Fosseway.
3. To assist with the reporting of the performance of the school to parents, carers, governors, and other key partners as necessary.

Strengthening Community:

1. To work in partnership with parents, carers, and other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
2. To promote a culturally inclusive ethos, which actively values and promotes diversity, unity and community cohesion, and support pupils to become successful citizens.
3. To work in liaison with all relevant agencies to adequately safeguard and protect the pupils.
4. To maintain a high profile in the life of the school through being a visible leader around the site, overseeing the operation of duty teams and by attending extra-curricular events.
5. With the Headteacher, work in partnership with other schools / agencies, promoting innovative initiatives.

Additional Duties:

1. To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the school's safeguarding procedures and guidelines and to adhere to them at all times.
2. To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
3. To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the school Code of Conduct, Data Protection Policy, Acceptable use of ICT Policy, and any other associated policies and procedures.

Other responsibilities:

The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Review:

This job description will be reviewed annually in line with school needs. This job description may be amended at any time in consultation with the post holder.