



Midsomer Norton  
Schools Partnership



**Buckler's Mead**  
ACADEMY

## **Deputy Headteacher (Pastoral)**

### **Job Description**

**Grade:** Leadership Scale (Point L17 – L21)  
**Responsible to:** The Headteacher

#### **MAIN PURPOSE OF THE JOB**

As a member of the Leadership Team:

- To lead the academy's pastoral provision.
- To support the Headteacher in the leadership, management and development of the academy and its community.
- To deputise in the absence of the Headteacher.
- To take a lead on strategic developments across the academy.
- To work with the Headteacher to lead on the full implementation of the Academy Improvement Plan.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve the highest of standards.
- To share and support the academy's responsibility to provide and monitor opportunities for students' personal and academic growth.
- To ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- To demonstrate this vision in your everyday work and practice.
- To motivate and work with others to create a shared culture and positive climate.
- To take a leading role across the whole school, in the light of new and emerging research, to enhance and extend the learning experience of students.
- To undertake other tasks as reasonably required by the Headteacher.

#### **RESPONSIBLE FOR:**

- Leadership and responsibility for pastoral systems within the academy, including attendance, behaviour and attitudes.
- The provision of a full learning experience and support for students in accordance with the professional duties of a teacher.
- The leadership of the Student Services team.
- Raising standards across the academy.
- Liaising with the Headteacher, Deputy and Assistant Headteachers, Associate Assistant Headteachers, teaching and support staff, external agencies and parents/carers.
- Overseeing Line Management of key pastoral staff.

The key roles and responsibilities and distribution of these across the leadership team will be based on the skill set of the successful applicant.

#### **CORE DUTIES:**

**To carry out the professional duties of a Teacher as provided for under the relevant sections of the School Teachers' Pay and Conditions document.**

### **Operational/Strategic Planning**

- To evaluate the effectiveness of provision.
- To contribute to the Academy Improvement Plan, its implementation and evaluation of impact.
- To contribute to whole academy planning activities.

### **Curriculum Development:**

- To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining and awarding bodies and the academy's mission and strategic objectives.

### **Staff Development:**

- To take part in the academy's development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the staff appraisal process.

### **Recruitment/Deployment of Staff:**

- To ensure the effective deployment of staff.
- To work as a member of a designated team and to contribute positively to effective working relations within the academy.
- To work with colleagues to recruit high quality staff.

### **Quality Assurance:**

- To help implement the academy's quality procedures and adhere to them.
- To contribute to the process of monitoring and evaluation, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review methods of teaching and programmes of work as required.
- To take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

### **Management Information:**

- To maintain appropriate records and to provide relevant, accurate and up to date information for the academy's information system, e.g. SIMS.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform interventions.

### **Marketing and Liaison:**

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and events with partner schools across the Trust.
- To contribute to the development of effective subject links with external agencies and other schools.

### **Management of Resources:**

- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, departments and students.

### **Pastoral System:**

- To promote the general progress and well-being of individual students and of the group as a whole.
- To lead on behaviour and attendance systems across the academy promoting our commitment to 'sky high expectations'.
- To provide leadership support to the pastoral systems within the academy.
- To liaise with key academy staff to ensure the implementation of the academy's support systems.

- To evaluate and monitor the progress of students and keep up-to-date student records as required.
- To contribute to the preparation of action plans, progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate, as appropriate, with the parents of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate senior staff.
- To contribute to PSHE, Personal development, SMSC, and Careers Education as appropriate and in accordance with academy policies.
- To support the academy's behaviour management protocols so that effective learning can take place.
- To act as Deputy Designated Safeguarding Lead.

### **Teaching and Learning:**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, literacy, numeracy and academy subject specialisms are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching to fully prepare students for all examinations and tests.
- To ensure a high quality learning experience for students that meets internal and external quality standards.
- To prepare and update teaching materials.
- To use a variety of delivery methods that will stimulate learning appropriate to student needs and the demands of the syllabus and/or schemes of learning.
- To maintain discipline in accordance with the academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental, year and academy procedures.
- To follow the academy Assessment and Feedback policy.

### **OTHER SPECIFIC DUTIES:**

- To play a full part in the life of the academy community, to support its aims and ethos and to encourage staff and students to follow this example.
- To carry out pre-school, break, lunchtime and after school duties as assigned to you.
- To actively promote the academy's policies.
- To proactively seek professional learning opportunities that enhance the capacity to perform the role.
- To comply with the academy's Health & Safety policy and undertake risk assessments as appropriate.
- To promote and safeguard the welfare of students for whom you are responsible or come into contact with.
- To undertake any other duty as specified in the School Teachers' Pay and Conditions document not mentioned in the above.

### **Additional Specific Responsibilities:**

All Deputy Heads and Assistant Heads will carry out the professional duties as stated in the School Teachers' Pay and Conditions document. In particular, working with the Headteacher on:

- Strategic direction
- Academy discipline

- Overall standards
- Management and Leadership of the academy.
- Line Management and appraisal of staff assigned to them by the Headteacher.

Additionally in the role of Deputy Headteacher, to support the Headteacher and SLT on:

- Academy standards
- Academy self-evaluation
- Ofsted preparation/Quality Assurance
- Quality of teaching and learning
- Development planning
- Continuing professional development
- Reporting to parents
- Preparing reports as required
- Managing and leading specific areas of the academy as allocated by the Headteacher
- Taking a leading role in academy discipline.

**NOTES**

- This job description is not a contract of employment, or any part of it. It sets out the broad content of the post but is not intended to be definitive and may change either with contract changes or as the organisation of the academy is changed. This job description is current at the date shown, but may be amended by the Headteacher at any time, in consultation with the post holder, to reflect or anticipate changes in the job commensurate with the grade and job title.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager undertake work of a similar that is not specified in this job description.
- The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Name of Post holder: \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_