

## Deputy Headteacher - Job Description

Salary	L20 – L24
Location	St. Aidan's CE High School
Contractual basis	Permanent, School teachers pay and conditions
Responsible to	Headteacher
Responsible for	Line management of Assistant Headteachers, members of the Extended Leadership Team, and other staff as required

### Purpose of the Role

The Deputy Headteacher must deputise for the headteacher when required. With overall responsibility for a specific area, this is a significant opportunity to lead in one of the most successful comprehensive Church of England schools in the country. Working with integrity, reflection and a commitment to excellence for both students and staff, you will work with the Headteacher and other Deputy Headteachers to set the aspirational overall strategic vision for the school and to deliver the wider Trust goals. An experienced and inspirational leader, you will be driven and fully dedicated to delivering our school vision:

*Living and learning according to our Church foundation and the example of St Aidan, we strive to be a centre of academic excellence where all our students flourish because of the quality care, nurture, and education they are given. Our students will develop in character to become courageous and confident. They will be brave enough to see the opportunities in every difficulty, and wise enough to promote respect and kindness through the choices they make. Guided by our Christian vision we walk together to ensure that each and everyone knows the gift of life in all its fullness.*

### Role Specific Responsibilities

To successfully meet the person specification and lead on **one** of the following areas of responsibility as agreed at interview:

- Curriculum and Quality of Education
- Pastoral and Safeguarding
- School Improvement and Growth

## General Senior Leader Responsibilities

1. Fulfil this leadership role in accordance with our school Values and in accordance with our Trust Charter
2. Share best practice and ensure staff promote interest, enjoyment and passion for learning
3. Ensure teaching and assessment is effective and consistent and that school policies and procedures are followed
4. Ensure students are supported effectively in relation to behaviour management and pastoral support
5. Work with the wider SLT and ELT on strategic planning and formulating, disseminating and implementing whole school policies and initiatives
6. Lead on significant areas of whole school responsibility as identified by the Headteacher
7. Assist the Headteacher with shaping the vision, values and direction of the school, setting out very high expectations
8. Assist in the leadership, implementation and review of the school's self-evaluation framework
9. Work with the Headteacher in developing external relationships in support of the school and promoting a positive image of the school in the community
10. Manage the budgets for specific areas of the school's activity
11. Organise, attend, and participate in training, meetings, open evenings, student performances and other after school activities as requested
12. Supervise students at lunchtimes, before and after school as required
13. Support the Governing Body in their work with the school
14. Deputise for other members of the SLT as necessary
15. Maintain 'leading edge' knowledge through reading, INSET, research and other relevant development opportunities to inform own practice, demonstrating impact in teaching and on students' learning
16. Identify own personal and professional development needs and achieve own challenging professional objectives.
17. Co-ordinate strategies to achieve relevant whole school improvement priorities
18. Produce and provide reports as and when required for Inspectors, Governors, YCST leaders, Headteacher, parents or carers, and other appropriate groups
19. Oversee the performance management of staff at all levels and contribute to coaching and individual teacher development if required
20. Participate where necessary in the selection of new staff and new staff induction

### Professional Characteristics

1. Create a climate which enables staff to develop, challenge and support each other in line with the ethos and culture of St Aidan's
2. Communicate effectively and with professional integrity within and beyond the school community
3. Build and maintain effective teamwork with high expectations of outcomes

### Marketing and Liaison

1. On behalf of the school, attend relevant meetings in order to promote local, regional and national collaboration
2. Contribute as required to the school's liaison and marketing activities
3. Co-ordinate relevant aspects of the school's work with other schools and external agencies.

### Pastoral Support

1. Liaise with Heads of Year and other pastoral staff to ensure the welfare of students in the school
2. Contribute to PSHE, assemblies, trips and visits, and any Work-Related Learning as required
3. Assist in the implementation of the Behaviour system and any other whole school systems

### Other specific duties

1. Play a full part in the life of the school community
2. Support the school in meeting its legal and diocesan requirements for worship
3. Promote actively the school/Trust policies
4. Carry out other such duties as may from time to time be reasonably required
5. Be committed to safeguarding and promoting the welfare of children and young people.

As with all senior leadership roles, postholders at St Aidan's need to be flexible in their duties and understanding of the fact that their role and responsibilities may amend to meet the changing demands of the school at any time. Postholders may be asked by the headteacher to carry out other responsibilities not describes in the original job description. This is always as a result of the need to put our students first. This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[January 2025]