

## JOB DESCRIPTION: DEPUTY HEAD

<b>Post title:</b>	Deputy Head
<b>Salary and grade:</b>	Leadership Group Pay Range 13-17 (£69,596 - £76,772)
<b>Line manager(s):</b>	The Headteacher.

### MAIN PURPOSE

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Liaise with professionals outside of the school as necessary

The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

### QUALITIES

The deputy headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community and wider community
- Serve in the best interests of the school's pupils

### MAIN DUTIES AND RESPONSIBILITIES

#### Safeguarding as the DSL

- Act as a source of support, advice and expertise for all staff
- To formulate, review and maintain the school's Child Protection Policy
- To ensure staff know, understand and work within the school's Child Protection Policy
- Manage referrals (further details in Appendix 1)
- Work with staff and other agencies ((further details in Appendix 1)
- Manage the Child Protection File (further details in Appendix 1)
- Raise awareness (further details in Appendix 1)
- Complete training and continue to develop professionally (further details in Appendix 1)
- Provide support for staff (further details in Appendix 1)
- Understand the views of children (further details in Appendix 1)
- Hold and share information (further details in Appendix 1)
- Pay attention to filtering and monitoring (further details in Appendix 1)
- Supporting teaching staff to provide additional academic support and/or reasonable adjustments to help these children reach their potential

## **School culture and behaviour**

Under the direction of the headteacher, the deputy headteacher will:

- Work with school leaders to develop and revise the school's behaviour policy
- Work alongside the senior leadership team (SLT) and other staff members to create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on expectations and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Ensure that pupil attendance at school remains high
- Ensure consistency of needs relevant provision for all pupils on roll at Westfield School.
- Monitor behaviour across the school, supporting staff to develop practice in managing behaviour as required.

## **Teaching, curriculum and assessment**

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject and SEN expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils
- Make sure the school works effectively with parents, carers and professionals to provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND code of practice](#).

## **Organisational management and school improvement**

Under the direction of the headteacher, the deputy headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively

- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

### **Professional development**

Under the direction of the headteacher, the deputy headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

### **Governance, accountability and working in partnership**

Under the direction of the headteacher, the deputy headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

### **Attendance**

- To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

### **Administration**

- Ensure daily attendance registers are accurate and complete and any incomplete data is followed up.
- Ensure any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures. Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Support attendance returns for the school census
- Manage the process of issuing penalty notices to parents
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's MIS and other relevant systems

### **Monitoring and reporting**

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance

- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils

### Working with parents/carers

- Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## NOTE

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of post holder: ..... Date: .....

Signature of headteacher: ..... Date: .....