

## Gosforth Central Middle School

### Job Description



<b>Post Title:</b>	Deputy Teacher
<b>Pay Scale:</b>	Leadership Scale L13 – L17
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	To provide professional, strategic and dynamic leadership to support successful outcomes for all students.
<b>Job Purpose:</b>	As above

### Main Purpose of the Role

The Deputy Headteacher will play a crucial role in supporting the Headteacher in leading and managing Gosforth Central Middle School, a high-performing middle school with a strong focus on academic excellence and pupil development. The Deputy Headteacher will be responsible for the operational management of the school, ensuring the effective deployment of staff and resources to provide the highest quality of education for all pupils. The Deputy Headteacher will also take responsibility for Pastoral Care across the school, building on our commitment to Restorative and Relational Practice. They will work closely with the Headteacher, senior leaders, and school colleagues to drive the school's strategic vision and values, fostering a positive and inclusive school culture.

### Key Responsibilities and Duties

#### Strategic Leadership and School Development

- Support the Headteacher in leading and managing the school through effective strategic and resource planning, and the creation and implementation of a school development plan
- Lead and develop pastoral care across the school
- Lead on pupil/staff wellbeing, developing the vision and strategy
- Lead on Pupil Premium Strategy
- Work closely with the SENDCo to ensure effective provision for pupils with special educational needs and disabilities.
- Lead on Parental Engagement
- Contribute to the formulation of the school's aims, objectives, and policies, and manage their implementation
- Monitor progress towards the school's objectives and evaluate the impact of initiatives

## **Operational Management**

- Lead on the operational management within the school, including the effective deployment of staff and physical resources to ensure the highest quality of education is provided
- Oversee the day-to-day management of the school, delegating responsibilities as appropriate
- Contribute to the recruitment, management, and professional development of staff

## **Communication and Collaboration**

- Communicate effectively with all stakeholders within the school, including pupils, parents, governors, and the local community
- Work closely alongside the Headteacher, other senior leaders, and school colleagues to ensure a cohesive and collaborative approach
- Engage with parents, creating opportunities to build the wider school community
- Represent the school at external meetings and events as required

## **Pastoral Care and Pupil/Staff Development**

- Shape and lead pastoral care across the school, reflecting the school's restorative and relational practice framework
- Empower staff to understand and support pupils through the development of a behaviour strategy in line with the school's behaviour policy
- Promote and support the evaluation of well-being for both staff and pupils, including the implementation of an effective anti-bullying strategy
- Work closely with senior leaders responsible for safeguarding and teaching and learning to ensure the highest standards of learning and pastoral care are achieved
- Lead staff/pupil induction for start of year and in-year joiners
- Contribute to the strategic planning, delivery, and evaluation of staff and pupil training/development
- Routinely evaluate the impact of key areas of responsibility through a rigorous quality assurance model

## **Pupil Premium Lead**

- Ensure effective use of Pupil Premium funding to close the attainment gap and improve outcomes for disadvantaged pupils.

- Develop and monitor intervention strategies to maximise impact.
- Report regularly on the effectiveness of Pupil Premium initiatives to SLT, governors, and other stakeholders.

### **Parental Engagement**

- Develop and implement strategies to strengthen relationships with parents and carers, ensuring they are active partners in their child's education.
- Organise and lead workshops, meetings, and initiatives to support parental involvement in school life.
- Work with external agencies to support families in need.

### **Intervention Lead**

- Oversee the design, implementation, and evaluation of intervention strategies to raise achievement for underperforming pupils.
- Work closely with teaching staff to ensure targeted support is in place.
- Monitor and analyse pupil progress data to inform interventions.

### **SEND Oversight**

- Work closely with the SENDCo to ensure effective provision for pupils with special educational needs and disabilities.
- Monitor and evaluate the impact of SEND interventions.
- Ensure staff are well-trained in inclusive teaching strategies and SEND best practices.

### **Skills and Competencies**

- Proven track record of successful leadership and management experience in a secondary/middle/primary school setting
- High expectations for all pupils
- Excellent communication and interpersonal skills, with the ability to build strong relationships with all stakeholders
- Thorough understanding of curriculum development, teaching and learning, and pupil assessment
- Strong analytical and problem-solving skills, with the ability to make data-driven decisions
- Belief in and an ability to foster a fair, open and supportive culture
- Flexibility and adaptability in a fast-paced environment

- Commitment to promoting the well-being and safeguarding of all pupils
- Ability to lead and motivate both pupils and staff, fostering a positive and collaborative learning environment
- Alignment with the school's vision, values, and commitment to academic excellence and pupil development

### **Professional Development**

The school is committed to supporting the professional development of all staff, including the Deputy Headteacher. The successful candidate will have access to a range of training and development opportunities, both within the school and through external providers, to enhance their skills and knowledge, and to support their career progression.

### **Safeguarding**

Safeguarding and promoting the welfare of children is of the utmost importance. The Assistant Headteacher will be responsible for leading and coordinating all aspects of safeguarding and child protection across the school, ensuring that the school's policies and procedures are implemented effectively, and that all staff are trained and supported to fulfil their safeguarding responsibilities. The Deputy Headteacher will work closely with the Designated Safeguarding Lead, the Headteacher, and other senior leaders to ensure that the school provides a safe and nurturing environment for all students.

**March 2025.**