Job Title: Deputy Headteacher
Grade: 8-12
Responsible to: Headteacher
Duties and Responsibilities: As per the Teachers' pay and Conditions Document

The school is committed to safeguarding and promoting the welfare of children and young people. The Deputy Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

Core purpose

- Undertake the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To assist the Headteacher in providing professional leadership and management of the school in collaboration with Governors and staff.
- Support the Headteacher in holding to account the work of the wider leadership team and subject leaders in securing outstanding education for all pupils and continuous improvements in teaching and learning.
- Promote and safeguard the welfare of children.
- Ensure that the needs of the children are at the very heart of everything that the school does.

In addition, you will

- Undertake teaching responsibilities.
- Take responsibility for the role of the Headteacher in their absence.
- Carry out extra-curricular duties that are reasonable and practicable.

Vision and strategic direction

In partnership with the Headteacher

- Communicate the schools values and vision, and help drive the strategic leadership, empowering all pupils, staff and themselves to grow and flourish in the pursuit of excellence, resourcefulness and resilience.
- Use a range of self-evaluation tools to create and implement a strategic plan underpinned by sound financial planning, to secure whole school improvements and ensure impact.
- Develop the overall curriculum offer ensuring consistent implementation and impact by providing support and challenge to Subject Leaders.
- Use evidence, research and performance data to inform and guide school improvement, reporting to a variety of stakeholders.
- Deputise for the Headteacher, representing the school to parents, governors, external agencies and partners with professionalism and sound judgement.

- Secure high standards of welfare and pastoral care for all members of the school community, including opportunities to learn from and celebrate one another's cultures.

Improving teaching, learning and pupil outcomes

In partnership with the Headteacher

- Maintain and secure excellent teaching for all pupils through an understanding of the features of successful classroom practice.
- Motivate others through support and challenge to be reflective practitioners that take active responsibility for their own learning and development.
- Inspire and encourage staff, whilst instilling in them a strong sense of accountability for the impact of their work on pupils' progress and achievement.
- Undertake regular monitoring and evaluation of the quality of teaching and learning throughout the school, providing quality feedback and planning for support for next steps as identified.
- Ensure rigorous and transparent systems for managing the performance of staff ensuring that it is focussed on the school's vision and agreed objectives for school improvements.
- Identify emerging talents at all levels, mentoring current and aspiring leaders in a climate where excellence is the standard, leading to good succession planning.
- Play a lead role in the management of behaviours through modelling high expectations, and application of the behaviour policy.
- Report to the Headteacher and Governing Board as and when required, regarding the quality of teaching and learning across the school.
- Work effectively with other leaders to enable every child to attain and maintain high outcomes and progress.
- Challenge and motivate others to attain ambitious goals.
- Work with leaders, staff and families to identify and remove barriers to learning to secure accelerated progress for pupils who are disadvantaged or vulnerable.
- Promote consistent, high expectations for behaviour and learning; model and embed behaviour systems that create a safe, orderly environment conducive to learning.

School-specific responsibilities

- To work in partnership with the Headteacher to create and maintain an environment and code of conduct that promotes and secures outstanding teaching, effective learning and high standards of achievement, good behaviour and discipline which enables teachers to meet the standards set out in the professional development framework

- Lead inclusion tailored to the school context to ensure equity of access and outcomes.
- Identify and analyse current patterns of pupil vulnerability within the school.
- Oversee identification, assessment and support for pupils with additional needs; ensure statutory duties under the SEND Code of Practice are met and EHCPs are implemented and reviewed effectively.
- Oversee the deployment of additional resources, including staff, for eligible pupils and evaluate the impact of these resources.
- Work with staff and the Inclusion Team to monitor and analyse the impact of current provision.
- Evaluate the impact of strategies and manage accountability measures.
- Clearly communicate the strategy to staff, governors, and parents to ensure it is available and published on the school website.
- Design, implement and evaluate intervention strategies that use evidence to close attainment gaps; monitor and report impact to governors and senior leaders.
- Work with staff and the Inclusion Team to monitor and analyse the impact of current provision.
- Contribute to recruitment, induction and retention strategies to ensure staffing resilience and effective deployment in response to changing demands.
- To carry out the duties of a teacher for a class (or a designated group of pupils) as required.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

The postholder will:

- Have a strategic role within safeguarding and undertake training as necessary.
- Ensure that the policies and procedures adopted by the Governing Body are fully implemented and followed by staff.
- Support and promote all aspects of safeguarding.

This job description forms part of a contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to Deputy Headteachers.