 **JOB DESCRIPTION**

**Post title: Deputy Headteacher (Behaviour and Inclusion)**

**Salary Scale:** L15-19

**Responsible to:** Headteacher

**Job Purpose:** To support Head Teacher in ensuring that the school operates effectively to provide an educational community in which all students are enabled to achieve their highest potential

**Job Location:** Alderman White School

**Main purpose**

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

* Establishing policies and procedures in accordance with statutory requirements and the school and Trust ethos and values
* Managing staff and resources
* Monitoring progress towards the achievement of the school’s development goals.

If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.

**General Duties and responsibilities**

**School culture**

* Support the ethos and ambition of the school and Trust.
* Be a role model of the highest professional standards and lead by example.

**Teaching, curriculum, and assessment**

* Carry out all the duties of a teacher as set out in Teaching Standards 2012 to a high standard.

**Organisational management**

* Maintain a high profile and visibility for staff and students in the daily management of the school.
* Contribute to the formation of policies and their implementation, evaluation and impact assessment.
* Line Manage a Progress Leader and be the SLT link to an identified year group.
* Line Manage identified Curriculum Leaders.

**School Improvement**

* Contribute to School Evaluation (Quality Assurance) systems, and provide reports and analysis as required.
* Provide timely and purposeful analysis of behaviour data to SLT, LGB, Curriculum Leaders and teaching staff.
* Contribute to the formation of school development plans and their implementation, evaluation and impact assessment.

**Professional development**

Engage in their own continued professional development.

Support the continued professional development of teachers and non-teachers through:

* Encouragement and support.
* Effective line management and performance management of colleagues.
* Facilitating and organising appropriate, high quality professional development opportunities.

**Working in partnership**

* Liaise with parents and outside agencies.

**Governance and accountability**

* Attend Governors’ meetings relevant to the role.
* Contribute to reports for the Head Teacher, Governing Body, Trust CEO and Trustees as required.
* Challenge underperformance of staff and support improvement.

**Other**

* Undertake such other duties as laid down in School Teachers’ Pay and Conditions Document and those delegated by the Headteacher.
* Attend events and activities outside usual school hours as directed which are essential to the role, e.g. Parents’ Evenings.

**Specific Duties and responsibilities**

**Behaviour**

* Ensure that the school’s behaviour policy is fit for purpose, reviewed regularly, and implemented consistently and effectively.
* Ensure the effective operation of the Base (pastoral support).
* Oversee the schools use of Alternative Provision including managing the budget and overseeing quality assurance and safeguarding.
* Lead the schools on-site Intensive Mentoring Programme (IMP) for students who are at risk of exclusion and oversee the Haven (provision for ARNA students and those with communication and SEMH needs).

**SEND**

* Ensure that SEND needs are considered in the operation of the school’s behaviour policy.

Other specific areas of responsibility will be decided after appointment and may change over time by negotiation to support leadership development.

All adults employed by the Trust are responsible for promoting the welfare of students and safeguarding.

Whilst every effort has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail.

The job description is to be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of duties set out in that document. The post is otherwise subject to the Conditions of Service for School Teachers in England and to locally agreed conditions of employment.