**Deputy Headteacher**

Title of Post: Deputy Headteacher – Behaviour & Attitudes/Personal Development

Grade: Leadership Scale (L18-L22)

Responsible to: Headteacher

The postholder will assist the Headteacher in leading the school and will:

* Support and represent the Headteacher at meetings when required.
* Undertake the professional duties of the Headteacher during his absence.

# Main Duties and Responsibilities

* Leadership of whole school behaviour processes, including rewards and sanctions systems.
* Leadership of attendance and punctuality.
* Leadership of IYFAP processes and local partnership representation.
* Strategic and practical support for the Safeguarding Lead (Assistant Head – DSL).
* Strategic responsibility for personal development including SMSC and RSHE.
* Leadership of Parent Voice.
* Practical management of Alternative Provision.
* Practical management of assembly rota and processes.
* Practical management of Attendance Awards.
* Governing Body link; to be decided following appointment.
* Line Management; Assistant Headteacher (Behaviour), Assistant Headteacher (Safeguarding/Inclusion), Learning Co-ordinators. Link Departments and Year Group to be decided following appointment.

**Corporate Responsibilities of all senior leaders to include (and are expanded on below):**

* Maintain high expectations and adherence to protocols, policies and procedures.
* Take responsibility for overseeing the progress of a year group.
* Link SLT member with relevant departments.
* Playing an active part on “day-to-day” school management including:
  + be a visible presence around the school site
  + Assemblies
  + Duties
  + Supervision of On-call room
* Contribute to the SDP, SIP and SEF.
* Providing support for activities outside the school day.
* Attending relevant Governing Body meetings.

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| **Achievement and Standards** |
| * As a member of SLT: * Take collegiate responsibility for raising the achievement of all students in all areas. * Take responsibility for setting and modelling the highest personal and professional standards for staff and students in all areas. * Ensure, with the HoDs, that the quality of teaching and learning in your link departments is consistently strong. |
| **Behaviour and Safety** |
| * Monitor with the HoD health and safety matters within your link areas and ensure they adhere to the school’s Health and Safety Policy. * Be highly visible and assertive in management of behaviour. * Safeguarding and Promoting the Welfare of Students by following the all school guidance on safeguarding and child protection. |
| **Leadership and Management** |
| **Leadership**   * Deputise for the Headteacher in the absence of the Headteacher. * Give leadership and strategic direction to the school. * Perform Leadership Team line management and appraisal of HoDs. * To embrace all opportunities for personal professional development. * To maintain high visibility and personal credibility at all times. * To set the culture by consistently upholding the vision, values and policies of the school. * To consistently challenge and support all learners to enable them to make progress. * To promote relationships with parents and other organisations with a legitimate interest in the work of the school. * To find the balance between challenge and support so that all staff can make progress. * To develop leadership in others.   **Management**   * To hold Heads of Department and other leadership staff to account. * To secure an outstanding quality of education through whole school monitoring activity and performance management. * To take part in staff attendance management, capability proceedings and other staff management procedures including investigations as appropriate. * To take responsibility for policies appropriate to your area of expertise. * To secure high quality record keeping in your area of expertise which will withstand external scrutiny. * To manage the good order of the school through support of staff, isolation and continuous scrutiny of health and safety matters. * Duties. * Briefings and weekly SLT meetings. * Other reasonable duties at the request of the Headteacher. |

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| **Person Specification** | | |
| **Evidence to be provided on the Application Form and/or supporting statement** | | |
|  | **Essential** | **Desirable** |
| Commitment to safeguarding and promoting the welfare of young people | / |  |
| Educated to Degree Level | / |  |
| Qualified Teacher Status | / |  |
| NPQH or similar further learning in preparation for leadership |  | / |
| A successful track record as a senior leader in secondary phase of education | / |  |
| Ability to teach across a range of subjects and key stages | / |  |
| **Evidence to be provided during the selection activities and/or in supporting statement** | | |
| ***Candidates should be able to demonstrate a good knowledge, experience and understanding of the following:*** | | |
| Outstanding outcomes and how to achieve these outcomes on a whole school basis | | |
| The process of strategic planning and school improvement planning | | |
| Inspiring confidence, motivating and empowering others | | |
| Ensuring the development of young people and their welfare is at the heart of all decisions | | |
| Developing and embedding a school vision | | |
| Effective leadership and management of staff, including professional development and appraisal | | |
| The role of the Governing Body of a high performing school | | |
| Identifying strengths and weaknesses in individuals and systems, effectively managing change and holding senior and middle leaders to account | | |
| Working under pressure, making effective decisions, meeting deadlines and delegation | | |
| Creative thinking and problem solving | | |