**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.
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| **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.
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| **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 |