



**BROOKFIELD
COMMUNITY
SCHOOL**

DEPUTY HEADTEACHER

Job Description

Location: Brookfield Community School, Chatsworth Road, Chesterfield, Derbyshire S40 3NS

Salary: Redhill Academy Trust Pay Scale, L19-23

Responsible to: Headteacher

Post objective: To be responsible for Student Culture, Safeguarding and Inclusion

Main Duties and Responsibilities:

The postholder is expected to make a significant contribution to school improvement and provide support to the Headteacher, where required, across all aspects of school leadership. The postholder will be part of the Senior Leadership Team and lead the development of whole school policy and practice in order to advance the school's core purpose.

The postholder will be responsible for the development of an excellent student culture across the school, effective pastoral care, enabling all students to thrive, without exception.

The postholder will be specifically responsible for:

- Student culture
- Behaviour and attitudes
- Attendance and punctuality
- Safeguarding and child protection
- Inclusion

Due to the seniority of this position, the postholder will be expected to be flexible and agile in their ability to take on responsibility in any area of school leadership as determined by the Headteacher.

Core Purpose

- To demand ambitious standards, expectations and aspirations for all students, overcoming disadvantage and advancing equality.
- To play a major role under the direction of the Headteacher for setting the key improvement priorities for the school; establishing and embedding policies, systems and practice to address priorities and advance the school's core purpose.

- Contribute to achieving the school's vision by providing effective strategic and operational leadership.
- Adopt an evidence-informed approach to lead colleagues to continually improve the performance of school.
- To undertake the professional duties of a Deputy Headteacher as reasonably delegated by the Headteacher, including those of a Headteacher, in the event of the Headteacher's absence.

School Culture

- To lead staff and students in the development and consistent maintenance of an excellent student culture where learning and aspiration are valued by all.
- To oversee, review and refine all systems that are designed to secure excellent student culture, behaviour and attendance.
- To ensure that school routines are clearly understood and followed by all staff and students.
- To use well-researched evidence of best practice to lead the professional development of whole school behaviour management strategies.
- To provide challenge and support to enable individual teachers to manage classrooms effectively in order that students are always engaged in learning.
- To monitor, review and refine all aspects of the school's behaviour policy.
- To manage duties in order that strong supervision brings about an excellent student culture evident during unstructured times.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Establish and maintain a safe and calm environment by sustaining high expectations and standards of behaviour for all students.
- To lead an ambitious programme of whole school rewards which contributes to an excellent school culture.
- To provide strategic and operational leadership to ensuring strong attendance.
- To manage and provide leadership to the school admissions processes.
- To report accurate school behaviour and attendance data to the Trust and to Governors.
- To provide strategic and operational leadership to the pastoral team and in school inclusion provision.
- To build, develop and maintain effective relationships with parents and members of the wider community to enhance the educational experience and outcomes of all students.
- Provide staff with high quality professional learning opportunities that enable them to thrive in their roles, develop professionally and effectively contribute to the school's core purpose.

Safeguarding

- Act as the Designated Safeguarding Lead (DSL) for the School, ensuring policies and procedures keep all students safe.
- To provide strategic and operational leadership to the safeguarding and inclusion teams as the lead DSL.
- Ensure accurate records of all safeguarding referrals and processes are followed by all key staff.
- Line manage the safeguarding team to ensure they are up to date with all aspects of keeping children safe.
- Work with the Trust HR team and the Human Resources Manager to ensure that the Single Central Record is accurate, regularly updated and monitored, including by the Chair of Governors.
- Establish and maintain effective links with Children's Services, CAMHS, the Police, LADO and other external agencies.
- Keep the Headteacher up-to-date regarding relevant safeguarding issues.
- Oversee the supervision system in school for safeguarding.
- Develop and lead on whole school professional development related to safeguarding, including leading staff INSET and new staff induction to ensure all staff are trained to recognise and deal with safeguarding/child protection issues.

Inclusion

- To provide strategic and operational leadership to the safeguarding and inclusion teams as the lead DSL.
- To line manage the Assistant Headteacher responsible for inclusion.



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Person Specification

	Essential	Desirable
Qualifications	Degree or equivalent Qualified Teacher status Evidence of continuous professional development Relevant training and qualification in safeguarding	Hold (or be working towards) a senior leadership qualification Further relevant qualifications
Experience	Experience of pastoral senior leadership Proven success with significant senior leadership responsibility Leading and managing change Analysing and interpreting information and data to support school improvement Mentoring and supporting colleagues Delivery of highly effective recent and relevant CPD Successful team leadership Strategies that improve provision from good to outstanding Experience of building a highly effective student culture Experience with external agencies such as Children Services, CAMHS etc	Providing staff development opportunities for others Successful Post 16 teaching Successful teaching across the 11-16 age and ability range
Knowledge	Effective pastoral systems in schools Knowledge of the role of external agencies	Curriculum and assessment frameworks New Ofsted framework Effective intervention strategies

Skills	<p>Excellent teacher with strong classroom management skills</p> <p>Effective team member</p> <p>Excellent interpersonal and communications skills</p> <p>Good presentation skills</p> <p>Excellent organisational skills</p> <p>Ability to prioritise effectively</p> <p>Ability to work under pressure</p> <p>Promotion of the ethos and values of Brookfield Community School and The Redhill Academy Trust</p> <p>Ability to deputise in the absence of the Headteacher.</p>	<p>Think creatively and imaginatively to anticipate, identify and solve problems</p> <p>Develop, maintain and use an effective network of contacts</p>
Qualities	<p>A passion for working with young people and families</p> <p>A commitment to inclusive education</p> <p>A strong belief in a 'commitment to excellence'</p> <p>Innovative</p> <p>Highly respected by students and colleagues</p> <p>Energy, drive and enthusiasm</p> <p>Sense of humour</p> <p>Constructively self-critical</p> <p>Ambition for self and others</p>	<p>Achieve challenging professional goals</p> <p>Personal ambition</p>