

Post: Deputy Headteacher: Responsible for student behaviour and attitudes, personal development and safeguarding.

Responsible to: Headteacher

Salary Range: Leadership L21-25

Precise responsibilities and final job description will be agreed upon appointment with successful postholder.

Job Purpose:

- To assist the Headteacher in providing leadership of the school.
- To ensure that an appropriate and challenging personal development curriculum is planned and delivered to each student, to allow them to achieve their full potential.
- To ensure the school is inclusive and that all students have the opportunity to reach the highest possible standards through their outstanding behaviours and attitudes.
- To provide strong leadership to ensure that all Heads of Learning are led well and deliver a personal development curriculum and appropriate interventions for improving learning, behaviours and attitude so that students are able to achieve well.
- To lead whole school initiatives (negotiated), but to include the development of the school's student voice/council, CEIAG and Duke of Edinburgh strategies.
- To monitor and review patterns of performance across the school.
- To lead on child protection and safeguarding, including online/e-safety strategies.

Principal responsibilities:

1. As and when necessary, to deputise for the Headteacher and to assume overall responsibility for the efficient administration of the school.
2. To promote, support and monitor pastoral development. This includes:
 - Familiarity with current legislation, so that the school fulfils its statutory requirements in relation to behaviour and attitudes, and personal development.
 - Keeping abreast of local and national developments and implementing any agreed strategies.
 - Liaison with HoL (Y7) to support primary schools in the development of transition.
 - Disseminating appropriate information to Heads of Learning.
 - Receiving and responding to agendas and minutes from all appropriate meetings.
 - Working with the Special Educational Needs Coordinator to ensure appropriate provision for all students with special educational needs/poor SEMH.
 - Attending any necessary meetings in and out of school.
3. To lead all Heads of Learning. This will include:
 - Supporting Heads of Learning in the efficient discharge of their responsibilities in regards to the pastoral work of the school, including the personal development curriculum.
 - Monitoring standards in each year team and leading on interventions to improve student learning, behaviour and attitudes to the highest level.
 - Managing regular meetings of the Pastoral Team.

4. To act as the DSL for the school, managing the team of DSLs and the safeguarding team to ensure all aspects of safeguarding requirements are met and the school continues to have a culture of safeguarding.
5. To ensure the efficient administration of the school on a daily basis. This includes:
 - Managing the production, evaluation and review of the data in relation to student behaviour and attitudes and personal development, including for governors.
 - Advising the Headteacher on relevant staffing requirements.
 - Management of the medical/first aid team.
 - Management of the CEIAG team.
 - Contribute to weekly and annual school calendar.
 - Contribute to the Extended Project Day Programme (EPD).
6. To undertake Leadership Team line management of agreed teams and the appraisal of Heads of Learning.
7. To contribute to Team Reviews, and take a lead on the pastoral/personal development team reviews.
8. To work with the Governing Body and other stakeholders to ensure the school's vision is clearly articulated, shared, understood and translated into real and effective action by all. This will include:
 - Acting as the Professional Officer to the relevant Student Families and Community Governor's Committee e.g. by:
 - Liaising with the Chair of the committee
 - Supporting the preparation of agendas and arranging for the production of relevant papers and reports
 - Attending all meetings
 - Attending meetings of the full governing body, as required
 - Supporting other committees of the governing body, as required.
13. To oversee the organisation of relevant pastoral evenings.
14. To work with individual students to support their development.
15. To have oversight of the implementation of the school's assemblies programme.
16. To act as a signatory authorising spending within the structure of delegated budgets.
18. To contribute to the overall management of the school, including the School Improvement Plan, and Self Evaluation Form and to exercise such other specific responsibilities as the Headteacher may require.

Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the School Teachers Pay & Conditions Document.
2. This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification and amendment at any time after consultation with the holder of the post.

Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are common occurrences and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Signed Dated.....
Jane Cartwright, Headteacher

Signed Dated.....
Post Holder