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JOB DESCRIPTION Deputy Headteacher

Hamilton Academy

Headteacher: Stephen Nunn

Title and Grade of Post	Deputy Headteacher Leadership spine Point L6 – L10
Status of Post	This is a senior post within the school's staffing structure, which carries with it membership of the Senior Leadership Team. This post holder is accountable to the Headteacher. This post holder is to deputise for the Headteacher in his absence. As Deputy Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.
Job Purpose	To act as the school's Designated Safeguarding Lead; to oversee the provision for children in receipt of Pupil Premium funding; to oversee the provision for children identified as EAL; to take a lead role in implementing and maintaining the discipline of the school. The post will require you to work in partnership with the Headteacher, governors and staff to ensure the continuous improvement of the school.
Reporting to	The post holder is responsible to the Headteacher in all matters. The post holder is also expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the school's vision and values. The post holder will be expected to network and liaise across the range of external providers, schools, community and coordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching.
Main Expectations of the role	
Shaping the Future <ul style="list-style-type: none">• Support the Headteacher and governors in establishing a vision for the future of the school; demonstrating inspirational leadership and creativity;• Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school and how these link with national and local initiatives;• Contribute to the identification of key areas of strength and weakness in the school;• Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example to other colleagues;• Promote a culture of team work, in which views of all members of the school community are valued and taken into account;• Contribute to the self-evaluation of the school.	
Leading provision for Vulnerable Children <ul style="list-style-type: none">• To act as the school's Designated Safeguarding Lead, ensuring safe working practices. To report to governors as required.• To plan and evaluate the provision for children in receipt of Pupil Premium funding across the school. To report to governors on this provision.• To plan and evaluate the provision for children identified as EAL across the school. To report to governors on this provision as required.• Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted;• Ensure staff receive required training on all aspects of Safeguarding• Provide training for staff on effective support for vulnerable pupils;• Promote the active involvement of pupils in their own learning;	

- Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school;
- Support strategies to promote high standards of behaviour;
- Contribute to the development of a broad, creative and rich curriculum which meets the needs of the range of pupils in the school;
- Promote the use of ICT to enhance and extend pupils' learning;
- Monitor and evaluate support for vulnerable pupils;
- Provide support for colleagues in improving their classroom practice.

Developing self and managing others

- Promote and safeguard the safety and welfare of children and young people;
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount;
- Support the development of collaborative approaches to learning within the school and beyond;
- Support the induction of staff new to the school;
- Set high expectations for your own performance and that of others;
- Engage in relevant professional development activity as necessary.

Managing the organisation

- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements;
- Develop action plans in specified areas of responsibility, in order to bring about improvements;
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities;
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money;
- Take responsibility for the development of effective timetables which meet the needs of pupils within the statutory frameworks and the resources available.

Securing Accountability

- Support the governing body in meeting its' responsibility to account for the performance of the school;
- Work alongside the Headteacher to secure improvement through performance management; take responsibility for the performance management of identified staff;
- Support staff in understanding their own accountability, and develop approaches to its review and evaluation;
- Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes;
- Monitor, evaluate and report on the impact of Pupil Premium funding across the school;
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.

Strengthening Community

- Strengthen partnerships with other schools and services;
- Gain an understanding of the diversity of the school community;
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice;
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community;
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement;
- Act as the school's Designated Safeguarding Lead, liaising with parents and external support agencies to support pupil wellbeing and safety.