

## **JOB DESCRIPTION**

### **Deputy Headteacher (Behaviour and Attitudes)**

**RESPONSIBLE TO:** Headteacher

**ALLOWANCE ATTACHED TO THIS POST:** Leadership Scale range 17-21

**DUTIES:** The Conditions of Employment of School Teachers [schedule 3] specifies the general professional duties of all teachers. In addition, certain particular duties are required to be exercised and completed in a satisfactory manner.

#### **PARTICULAR DUTIES:**

- To deputise for the Headteacher in her absence when nominated.
- To share in the general management of the school.
- To develop the attitude and behaviour of students, fostering an environment of mutual respect.

#### **WHOLE SCHOOL RESPONSIBILITIES:**

- Shared Leadership and Management responsibilities of the Senior Leadership Group.
- Teaching load as appropriate
- To be a member of the Senior Leadership Group, supporting the ethos, vision and policies and promoting the highest levels of progress.
- To lead on the design and monitoring of the School Improvement Plan, including establishing the priorities for expenditure and monitoring the effectiveness of the plan and its spending.
- To adopt a high profile around the school with staff and students ensuring taking a proactive approach at all times in supervising student conduct and ensuring that agreed school policies and practices are followed by staff.
- To 'walk the job' and encourage leadership at all levels within the school.
- To operate as a leader and exhibit the highest standards of professional and personal conduct at all times.
- To ensure that the Headteacher, Leadership Team and Trustees are fully apprised of local and national developments and requirements related to the specific responsibilities attached to this post, including submitting any responses to consultation documents.
- To attend school functions for example KS3 Awards Evening, KS4 Awards Evening.

**To have specific responsibilities for the activities listed below:**

#### **LINE MANAGEMENT:**

- Line Manager for to be discussed.

## **SPECIFIC ROLES AND RESPONSIBILITIES**

### ***Improving student behaviour and attitudes***

- Lead and deliver the highest standards of pastoral care so that student behaviour and attendance is consistently good or better.
- Develop and lead other school leaders to ensure high standards of behaviour and attendance are achieved throughout the school and embedded across all year groups and departments.
- Ensure a professional, visible presence to support and embed high standards of student conduct in lessons and around the school.
- Ensure the school has a robust and relentless drive to ensure the highest standards of safeguarding and well-being
- To lead on all aspects of student progress and data systems, including:
  - To set up and embed systems where student tracking informs effective interventions, on a school level, faculty level and individual level.
  - To provide timely analyses of student data and report to the Headteacher and Trustees.
  - To support and challenge Faculty Directors in their own analyses of subject performance and the design of the subsequent action plans.
  - To report to parents of student progress on a termly basis.
  - To provide strategic leadership of interventions to support individuals and groups of students at KS3 and KS4

### **Collaboration:**

- To capture and respond to feedback from students, staff and families
- Develop local, national and international links which enrich curriculum provision and enhance learning through latest research and development
- To develop and sustain strong and effective links with outside agencies including CAHMS and social care in the ongoing support of families.
- To collaborate with the Admissions Officer to ensure that the right cohort of students are placed on Early Help plans.
- To signpost families to other agency support where relevant.

## **Quality Assurance**

- To lead in the design and implementation of a robust and effective quality assurance plan that ensures high quality provision occurs in all areas of the school with a focus on student outcomes.
- To provide necessary training and support for all staff in the school
- Using data evaluate the effectiveness of all aspects of school life and prepare the SEF, updating on a termly basis and reporting to trustees.
- To evaluate the impact of Quality Assurance procedures in the school
- To monitor and evaluate the quality of areas line managed.
- To report to Trustees the impact of action taken every half term in school.

## **The Board of Trustees**

- To attend Full Trustee meetings in a non-voting capacity and to provide input when required.

## **NOTE:**

It is school policy to regularly review job descriptions with both the changing needs of the school and the individual staff development and training needs in mind. Thus, the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.