



## Secondary Deputy Headteacher - Job Description

### Reporting Relationships

**Responsible to:** Headteacher and Local Governing Body

**Key Relationships:** School Staff Team / Other professionals across the Trust / Local Governing Body

**Liaising with:** Staff / Parents / External Agencies / Trust Professionals

### STATEMENT OF PURPOSE

In conjunction with the Headteacher and senior team, provide strategic leadership for the school, which secures high quality education for all pupils, with a strong ethos and culture of excellence in behaviour, learning and personal development.

### OVERALL RESPONSIBILITY

- Deputise for the Headteacher in the event of absence or other urgent business as required, ensuring advice and guidance is sought from the Trust and other relevant agencies as necessary, for the smooth operation of the school.
- As part of the school leadership team, share responsibility for the running of the school on a daily basis, including safeguarding, attendance, behaviour, the learning environment, management of risk and the timetable in the presence or absence of the Headteacher.
- Play a lead role in conjunction with the Headteacher in the overall strategic direction of the school through development of the school's vision, translating strategic aims and objectives into action, and managing staff and resources to achieve sustained improvements.
- Contribute to the development, implementation and embedding of whole school ethos and systems, acting as a role model for school and Trust values and creating a culture of inclusion and equality.
- Make a leading contribution to raising standards and be accountable for learning, progress, monitoring and attainment of students.
- Contribute to the safeguarding the welfare of all pupils through the implementation and robust monitoring of safeguarding and child protection procedures, compliant with legal, statutory and Trust requirements.

### STRATEGIC DIRECTION and DEVELOPMENT OF THE SCHOOL- assisting the Headteacher as part of the leadership team

- Support development of the school by setting aims and objectives, establishing policies and practice for their achievement, managing their operation and monitoring their effectiveness.

- Implement strategies for the efficient and effective running of the school in line with Trust policies.
- Contribute to and champion a clear vision for the school, promoting high levels of achievement and behaviour, upholding the school ethos and values at all times.
- Considering the national and local context, assist the Headteacher in the development and implementation of the school improvement plan taking responsibility for monitoring and evaluating actions towards achievement of progress and outcomes.
- Promote strong and productive working relationships all school and Trust Teams, local governing body and school community.
- Initiate and manage change to develop the school and the staff.
- Maintain current knowledge of research and developments in secondary education and disseminate knowledge to staff.

## **1. BEHAVIOUR and ATTENDANCE**

- Lead and manage behaviour systems across the school
- Lead and manage attendance systems
- Evaluate and refine the effectiveness of pastoral structures and systems to maximise student behaviour and attitudes to learning
- Collaborate with school leaders and teams to ensure the effective planning and development of the whole school curriculum provision.
- Responsibility for overseeing implementation of the curriculum across curriculum area, ensuring its effectiveness meets the needs of all pupils.
- Responsibility for oversight of data analysis and target setting at relevant key stage/s.
- Build the school-home partnership and lead on communication with parents/carers and ensure pupil records are maintained accurately and in a timely manner.
- Monitor pupil attendance and punctuality, in conjunction with the attendance officer and in collaboration with the Trust Strategic Attendance Manager, seeking to improve on an individual and whole school basis.
- Plan and lead school assemblies.

Deliver effective high, quality teaching in accordance with the requirements of the School Teachers' Pay and Conditions document and as detailed within with the Class Teacher Job Description document

## **2. LEADERSHIP and MANAGEMENT**

- Support the Headteacher in the recruitment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Line management of assigned Teaching and Support Staff.
- Develop positive working relationships with and between all staff and provide and sustain motivation; through modelling good practice and giving clear leadership direction.
- Actively promote equality of opportunity by working as part of a school leadership team in ensuring the school's curriculum provides the best possible education for all pupil groups.
- Contributing to the provision of high-quality professional development for all staff through the performance management cycle, including the delivery of training, planning and delivery of INSET day sessions and leading of meetings.

- Consider the needs and expectations of other members of staff, and in particular ensure that new appointees, trainees and ECTs are appropriately inducted, monitored, supported and assessed in relation to the relevant standards and procedures.
- Actively share / demonstrate outstanding teaching approaches within the school and as part of the wider trust to develop staff within school and across the Trust.

### **3. GENERAL**

- Promote equal opportunities within the school and to seek to ensure the implementation of the Trust's equal opportunities policy and school procedures
- Be aware of the responsibility for personal Health, Safety and Welfare and impact of others.
- Contribute to a culture of safeguarding by maintaining up to date knowledge, role modelling professional behaviours and supporting colleagues' understanding of requirements, challenging unacceptable attitudes and behaviours as necessary.
- Act as "critical friend" and provide effective professional challenge and support as part of the school leadership team.
- Provide information and advice and produce reports to the Headteacher and Governors, parents, external agencies and other stakeholders as required.
- Set an excellent example in following the school and Trust's expectations and code of conduct.
- Proactively provide and engage in coaching for the continuing professional development of self and for that of others.
- To attend occasional meetings during evening hours, weekends or in school holidays as required.
- To actively support the school in recruitment and marketing events and materials.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the pastoral care of the children in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the postholder.



