**JOB DESCRIPTION**

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| Job Title: | **Deputy Headteacher** | Salary: **Leadership 17-21** |
| Location: | **Meadow Park School** |  |

1. **General**
   1. To undertake the duties of a Deputy Headteacher as specified in the current School Teachers’ Pay and Conditions document**.**
   2. To undertake in the absence of the Headteacher, and to the extent required by her or the relevant body, the professional duties of the Headteacher.
   3. To undertake key leadership and management tasks as may be required by the Headteacher.
   4. To serve as a member of the Senior Leadership Team and assist with the development, implementation, monitoring and evaluation of school policy.
   5. To assist with the preparation of job descriptions, person specifications, interviewing and appointment of staff, as required.
   6. To fulfil line-management and subject link responsibilities, as agreed with the Headteacher.
   7. To undertake an appropriate teaching timetable if required, not more than one third of a timetable.
   8. To lead a proportion of assemblies.
   9. To play a full and active part in the school development planning process and to assume responsibility for sections of the SEF.
   10. To promote effective links with parents, governors, the local community, FPMAT, other schools and the commercial sector.
   11. To act as the Designated Safeguarding Lead (DSL) and lead an effective safeguarding culture.
   12. To lead on behaviour and attitudes.
   13. To attend and contribute to the Local Governing Body meetings.
   14. To set high professional standards by personal example.
2. **Corporate Role of the Leadership Team**

2.1 To provide strategic leadership, clear direction and effective management for the school as a whole.

2.2 To ensure the production and delivery of whole school aims, targets, policies, the Strategic Framework and the SEF.

2.3 To maintain a high-profile presence, and to be accessible to and supportive of students, staff, parents and the wider community.

2.4 To ensure that Meadow Park School plays an active and influential part in educational and other partnerships, locally, regionally, nationally and internationally.

1. **Shared Tasks**

3.1 Whole school behaviour management.

3.2 Taking a lead role in creating positive relationships across the school.

3.3 Incident and conflict resolution.

3.4 Leadership representation at evening events.

3.5 On call/ gate duty/ lunch duties/detention duties.

* 1. Attendance at SLT meetings before and after school.

1. **Specific Job Focus – TBC**

The specific focus will be dependent on the successful applicant’s skillset and experience.

All members of the Senior Leadership Team benefit from the rotation of specific foci and responsibilities as part of the succession planning, professional development and to reflect the needs and priorities of the school.

**Examples of areas of responsibility which may be included are:**

* **Behaviour and Attitudes**
* **Safeguarding**
* **Attendance and Punctuality**
* **Personal Development**
* **Admissions and Transition**
* **Exams, including BTEC Lead**
* **Timetabling**
* **Curriculum**
* **Assessment**
* **Achievement and Outcomes**
* **Whole School Data**
* **Whole School Quality Assurance**

To undertake any other duty as directed by the Headteacher not mentioned above.

Whilst every effort has been made to explain the main duties required above, each individual task undertaken may not be identified.

All duties and responsibilities must be carried out with due regard to the Finham MAT Health and Safety Policy.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Meadow Park School’s Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children.

Duties which include the processing of any personal data must be undertaken within the General Data Protection Regulation (Data Protection Act 2018).

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On appointment or review, the post-holder should sign below to indicate acceptance of, and agreement with, this job description

Signed: …………………………………………………….. Date: ………………………………

Print Name: ……………………………….……………….

**This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment**

**Prepared by BP January 2023**