



JOB DESCRIPTION

POST TITLE: Deputy Headteacher

RESPONSIBLE TO: Executive Headteacher

RESPONSIBLE FOR: All staff in their delivery of the Curriculum

GRADE: Leadership scale 8-12

CORE PURPOSE OF THE JOB

- Under the overall direction of the Executive Headteacher, play a lead role in formulating the aims and objectives of the federation and establishing the practices through which they are to be achieved.
- With the Executive Headteacher and the School Governance Team, identify and realise the strategic direction of the school and maintain a positive ethos and working atmosphere.
- Share in the corporate responsibility for the well-being and behaviour of all pupils.
- Proactively manage staff and resources as required.
- Be responsible for promoting and safeguarding the welfare of the children and young people within the school.
- Promote positive relationships and work collaboratively and in consultation with colleagues.
- With the Executive Headteacher and leadership team, lead in the effective management and organisation of education suited to the age, ability and aptitude of the pupils in the school.
- Support the Executive Headteacher and deputise for them in their absence.
- Contribute to the day-to-day effective organisation and running of the school.
- To undertake any professional duties, reasonably delegated by the Executive Headteacher.
- To ensure the safeguarding and welfare of all pupils.

MAIN DUTIES

Leadership and Management

- Be an effective and positive role model across the school exemplifying high standards of conduct, timekeeping, pupil behaviour and organisation.
- Be a proactive member of the Leadership Team and meet regularly with the Executive Headteacher and senior colleagues, as required.
- Share with the Executive Headteacher and other senior staff the setting of priorities for development through whole school self-evaluation. Share in writing, monitoring and evaluating the School Development Plan and all aspects of the school.
- With the Executive Headteacher and senior staff, take responsibility as required, in the effective leadership, management and organisation of the school.
- Lead by example to motivate and maintain highly positive staff morale.
- Participate in the school performance management (appraisal) process, according to the Trust policy and guidelines.
- Line-manage identified staff across the school, as required.
- Update and write procedures and other organisational and evaluative documents as required and ensure that staff follow them as directed by the Executive Headteacher.

- Take an interest in, and actively support all aspects of school life and development.
- Assist in the selection and recruitment of staff.
- Have oversight of the school's induction arrangements for new staff and students.
- Lead, organise and participate in staff meetings and school-based INSET.
- Assist in the coordination of CPD for support staff in school.
- Make a leading contribution to the school's curriculum monitoring and review processes.
- Co-ordinate the allocation of duties and responsibilities to staff, including timetables and rotas.

Teaching and learning

- Share personal excellent practice and specialisms through effective staff training and leading by example.
- With the Executive Headteacher, analyse both schools' performance data and assist in the organisation and implementation whole school data analysis and target setting at all key stages.
- Observe and assess School's performance through the Trust's review model.
- Support and attend out of hours information evenings and training.
- Attend parents consultation evenings, as required by the Executive Headteacher.
- Work within the Code of Practice relating to Special Educational Needs.
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning.
- Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning.
- Assist the Senior Leadership Team in managing the school through strategic planning, the formulation of procedure and delivery of strategy, ensuring management decisions are implemented.
- Support the Senior Leadership Team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school to ensure this is consistently high quality.
- Ensure the systematic teaching of key skills, particularly in core subjects, and the recording of impact, is consistently high across the school.
- Ensure robust evaluation of school performance, progress data and actions to secure outcomes comparable to appropriate national standards.
- Assist in the implementation of school procedures for assessment and target setting.
- Ensure through leading by example the active involvement of pupils and staff in their own learning.
- Take a lead in planning and delivering (alongside the Executive Headteacher) a programme of daily PSHE Life Skills assemblies in both schools.

Partnerships

- Build effective relationships with pupils, parents, governors, outside agencies and members of the wider community, thereby promoting the school's aims and maintaining liaison between the various parties.
- Maintain an active partnership and communicate effectively with parents and encourage their support and participation in the life of the school.
- Engage in international partnerships, visits and links between schools.

Specific Duties

- Be a Designated Safeguarding Lead as part of the Safeguarding team.
- Ensure that Pupil Premium funds are allocated effectively for disadvantaged pupils, enabling them to achieve the best possible outcomes.

- Ensure that all staff are focused on excellent pupil progress and achievement, arising from the analysis of teaching and learning.
- With the Executive Headteacher, ensure that the federation is at the forefront of excellent and innovative practice in teaching and learning.
- Act as a role model to support others and facilitate support, in developing a wide range of strategies, including coaching; mentoring and teaching excellent demonstration lessons.
- Assist and lead as necessary, with the Executive Headteacher in ensuring rigorous and accurate monitoring and evaluation of the school, challenging the quality of teaching and learning taking place to ensure consistency and quality.
- Ensure that the engagement with parents and the wider community is effective to enhance pupil development.

Maintenance of Professional Standards

- Keep yourself fully aware of educational and other appropriate developments whether national or local and assess their impact on the School.
- Ensure the highest standards of professional conduct and confidentiality at all times.
- Ensure the development and maintenance of a consultative and collaborative and team culture that enables all members of staff to be effective in their respective roles.
- Have due regard for the health and safety of yourself and colleagues as outlined in the school policy. To have particular concern for the health and safety of pupils.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. In allocating time to the performance of responsibilities and duties the postholder must use directed time in accordance with the School Teachers Pay and Conditions Document

REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder through the school's internal review systems. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

Signed _____

Date _____