



Midsomer Norton
Schools Partnership



Norton Hill
School

Home School: Norton Hill School

Job Description: Deputy Headteacher Standards (Academic/Pastoral) and Inclusion

Accountable to: The Local Governing Body, Headteacher, Deputy Headteacher

Salary Grade: Leadership Scale (L20 – L24)

Job Purpose

- Assist the headteacher as required
- Academic and Pastoral standards: Lead on all aspects of uniform, attendance, attitude to studies, behaviour (in conjunction with Pastoral Lead), sanctions and rewards, alternative provision
- Lead on all aspects of inclusion including line management of the Senco and PP leads
- Lead on self evaluation through (student voice, parental forums/surveys and staff consultations)
- Directly support pastoral system with high tariff incidents/Parental complaints
- Monitor action plans for key students in year 10 and 11
- Support all other aspects of leadership where required by the headteacher
- Monitor the attainment of pupils in Key stage 4 and implement academic and pastoral interventions
- School Self Evaluation (shared)

KEY TASKS:

Generic Duties and Responsibilities

- To carry out the duties which may be reasonably assigned by the Headteacher
- To promote and participate in assessing, recording and reporting on the development, progress and attainment of students
- To share in the corporate responsibility for the wellbeing and discipline of all pupils and contribute to the pastoral work in the school
- To liaise closely with parents/carers to ensure effective home/school partnership, communicating and consulting with the parents/carers of students
- To participate in arrangements made for appraisal and that of other staff where necessary
- To participate in further training as identified in the School Improvement Plan and for your own professional development
- To attend meetings, training and development days planned for the whole school by the Headteacher and colleagues, and contribute to such meetings as appropriate
- To carry out a reasonable share of supervisory duties including lunchtimes where necessary
- To maximise the potential of each student in all areas of his/her development
- To line manage and conduct the appraisal reviews of middle leaders as delegated by the Headteacher
- To contribute to the development of the school improvement plan and self-evaluation document
- To share expertise across the federation of schools

- Meet with governors as required
- Develop positive working relationships with all stakeholders

SPECIFIC RESPONSIBILITIES:

Pastoral

- Work with Pastoral Lead and House staff to ensure the 7 character strengths remain a key focus
- Work alongside other SLT to ensure the culture of behaviour is one where the students want to behave well for the school
- Liaise with external agencies to ensure individuals needs are met
- Oversee the link between the Pastoral system and the academic system
- Oversee the link between the Pastoral system and all aspects of inclusion

Academic Monitoring

- Lead on SIP with regards to improving Attainment 8 and Progress 8 measures
- Lead on KS4 Basics threshold measure
- Lead on Performance of Vulnerable groups
- Evaluate quality of T&L
- Evaluate quality of Interventions and revision and attendance at these

Attendance

- Devise and oversee plans to ensure the highest standards of attendance are consistently applied
- Liaise with external agencies to ensure compliance
- Ensure consistency across the year groups and houses

Uniform

- Devise and oversee plans to ensure the highest standards of uniform are consistently applied
- Oversee mobile phone pouch system
- Liaise with Parents and ensure any infringements are remedied quickly
- Ensure consistency across the year groups and houses

Self Evaluation

- Collect, analyse and present data collected from students, staff and parents around all aspects of the school so action plans can be devised to help improve
- Work with MAT to ensure we use MAT data to help make any marginal gains across all key measures
- Liaise with Parents and ensure any infringements are remedied quickly
- Ensure consistency across the year groups and houses

Inclusion

- Collect, analyse and present data collected from students, staff and parents around all aspects of the school so action plans can be devised to help improve
- Work with Pastoral team to ensure AP is used appropriately
- Line manage Senco to ensure provision is strong and systems are robust

Departmental Line Management

Line manage 1 or 2 departments and or other SLT (as yet to be confirmed)

The post holder will:

- Comply with the requirements of the Data protection Act and maintain strict confidentiality
- Further develop her/his knowledge, skills and experience whilst in post

Safeguarding and Promoting the Welfare of Children

- Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children in the school. We expect all staff, including teaching, support, temporary, casual, supply and volunteers to share this commitment.
- All staff involved with children (teaching and non-teaching) have a responsibility to be mindful of issues related to children’s safety and welfare and a duty to report and refer any concerns.

This post is subject to enhanced clearance by the Disclosure and Barring Service.

This job description is current at the date shown, but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

Post Holder

Line Manager

Name:

Name:

Signature:

Signature:

Date:

Date: