



**ALDERSLEY**  
HIGH SCHOOL

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## **JOB DESCRIPTION**

**Post Title:** Deputy Headteacher of Aldersley High School - **Pastoral**

**Reporting To:** Headteacher

**Contract:** Full Time, Permanent

**Salary Grade:** Leadership Scale L23-28

### **Main Purpose**

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards the achievement of the school's aims and objectives.
- Establishing highly effective leaders and managers through a pastoral or attainment and standards route as pertinent to your role.

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the governing board.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

### **Qualities**

The Deputy headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.

### **Principal Responsibilities**

#### **Pastoral Leadership**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Provide strategic leadership for **whole-school behaviour**, ensuring high expectations are clearly understood and consistently applied in lessons and social times.



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- Lead the school's **pastoral and inclusion strategy**, promoting equity, belonging and positive outcomes for all pupils, particularly the most vulnerable.
- Oversee **SEND provision**, ensuring pupils' needs are accurately identified, supported effectively and met consistently across the curriculum.
- Work closely with the **SENCo** and teaching staff to ensure adaptive teaching and appropriate scaffolding for pupils with additional needs.
- Act as a senior leader for **safeguarding and child protection**, ensuring statutory duties are fulfilled and a strong culture of vigilance is embedded across the school.
- Support and line-manage **DSLs and pastoral staff**, ensuring concerns are followed up promptly and recorded accurately.
- Lead on **attendance, inclusion and alternative provision**, working with families and external agencies to remove barriers to learning.
- Contribute to **staff training and quality assurance**, particularly in behaviour management, SEND awareness and safeguarding practice.
- Work in partnership with **parents, carers and multi-agency professionals** to support pupils' welfare and wellbeing.
- Support the Headteacher in **evaluating impact**, responding to inspection findings and driving continuous improvement in pastoral outcomes.

### **Organisational Management and School Improvement**

Under the direction of the headteacher, the Deputy Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community.
- Establish and oversee systems, processes and policies so the school can operate effectively.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Lead and manage staff well with due attention to workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Allocate financial resources appropriately, efficiently and effectively.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented.

### **Professional Development**

Under the direction of the headteacher, the Deputy Headteacher will:



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- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep abreast with developments in education and educational research.
- Seek training and continuing professional development to meet needs.

### **Governance, Accountability and Working in Partnership**

Under the direction of the headteacher, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

### **Other Responsibilities**

This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role as delegated by the Headteacher.

Note: This job description may be amended at any time in consultation with the post holder.

Person Specification

Essential Requirements

### **Qualifications and Training**

- Qualified Teacher Status.
- Degree

### **Experience**

- Successful Senior leadership and management experience in a school
- Teaching experience
- Involvement in school self-evaluation and development planning
- Demonstrable experience of successful line management and staff development

### **Skills and Knowledge**

- Data analysis skills, and the ability to use data to set targets and identify weaknesses



**ALDERSLEY**  
HIGH SCHOOL

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- Understanding of high-quality teaching, and the ability to model this for others and support others to improve
- Understanding of school finances and financial management
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships

**Personal Qualities**

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_