



Job Description - Deputy Headteacher (Pastoral: Behaviour & Inclusion)

JOB TITLE: Deputy Headteacher
REPORTS TO: HEADTEACHER
SALARY RANGE: L20 -24
Date reviewed: January 2022

Purpose of the job

To play a lead role under the overall direction of the Headteacher in:

- Formulating the strategic vision, aims and objectives of the school;
- Establishing the policies through which they shall be achieved;
- Managing staff and resources to that end;
- Monitoring progress towards their achievement.

To undertake any professional duties of the Headteacher reasonably delegated by the Headteacher and to deputise for them where appropriate.

Main areas of responsibility and accountability:

- The specific nature and balance of these responsibilities will vary according to the strengths of the successful candidate and how these complement the Senior Leadership Team overall. Please see the document: SLT Responsibilities 2021-22 for the current distribution of responsibilities. The responsibilities in this role are likely to include the following:
1. To lead on and promote the school's vision for behaviour and inclusion, ensuring that all pupils can 'achieve their potential and enjoy the journey'
 2. Development, organisation and implementation of relevant school policies, e.g. Behaviour for Learning Policy, Child Protection Policy and Attendance Policy
 3. To fulfil the role of Designated Safeguarding Lead for Child Protection including leading the school's safeguarding team and ensuring all policies and procedures are fully up-to-date
 4. Leading and managing the school's pastoral care support team, including Heads of Year (HoY) and other relevant staff
 5. To coordinate child protection procedures, ensuring effective record keeping and communication systems are in place
 6. To fulfil the role of Designated Teacher for Children Looked After
 7. To liaise with external support agencies as relevant regarding the welfare of pupils
 8. To liaise with the SENCO and other relevant staff on the function of the Pastoral Support Centre
 9. To oversee and liaise with the SENCO, HoY and other relevant staff on all aspects of pupil support e.g. PSPs, CiN, TAF and CP plans
 10. To support the Head of Year 7 and other relevant staff with the transition of pupils into Year 7

All members of staff are required to meet the standards for the award of Qualified Teacher Status as defined in the latest National Standards document.

All members of staff are required to comply with the general conditions of employment of school teachers as defined in the latest DfE School Teachers' Pay and Conditions document.

11. Instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
12. Identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
13. Delivery and support for relevant staff CPD, ensuring that all staff understand and adhere to safeguarding, behaviour and inclusion policies
14. Overall school performance
15. Promotion and development of inclusion strategies
16. Reporting to Governors/Trustees in all matters relevant to the role
17. Keeping abreast of local, national and global developments and how these impact on the school.

- Performance Appraisal (relevant to the line management of staff)

1. To ensure that appropriate performance appraisal arrangements are in place and maintained.
2. To appraise and line manage Heads of Year, School Counsellor and/or Teaching and Learning Leaders as agreed annually in rotation with other members of the SLT.
3. To set challenging objectives for continuous professional development of staff in line with capability standards.
4. To develop and enhance the professional practice of others to reflect school, curriculum area and individual needs/aspirations.

- Knowledge / skills / expertise

1. To maintain commitment to personal subject knowledge, skills and expertise in fulfilling the needs of this post.
2. To ensure up-to-date knowledge of child protection and wellbeing, pedagogy, classroom management, research/inspection findings and their effects on this post.
3. To maintain up-to-date training and qualifications relevant to the role

- School level

1. To secure commitment to the school's vision by contributing significantly to the school's planning (both short and long term) and provide leadership to whole school developments, as required.
2. To promote and embed the school's values in all school activities.
3. To contribute to school self-evaluation and school improvement planning.
4. To promote equality and diversity in all aspects of the school
5. To maintain, as appropriate, communication with internal (eg governors and parents/carers) and external agencies (eg. Local Authority, DfE).
6. To support wider school activities and events.
7. To deputise for the Headteacher where appropriate

- Personnel

1. To support, guide and motivate team members and support staff as applicable.
2. To organise, lead and participate in team and staff meetings as appropriate.

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Job context

The Senior Leadership Team currently comprises the Headteacher, two Deputy Headteachers, three Assistant Headteachers and the Business Manager. All share in the general organisation, forward planning and day to day running of the school.

Additional specific responsibilities

- Carrying out the duties of a teacher for an appropriate proportion of the week.

Equalities

Be aware of and support difference and diversity ensuring that all students have equality of access to opportunities to learn and develop.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to the appropriate person.

Additional Information

The jobholder is required to contribute to and support the overall aims and the ethos of the school.

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

All staff are required to participate in training and other learning activities and in performance appraisal, as required by the school's policies and practices.

This job description is current at the date shown and may change if any further re-structuring takes place. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

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