



Deputy Headteacher Role Description

2021-22

Post Title: Deputy Headteacher (Inclusion and Pastoral Care)

Salary: L22 – 26

Purpose:

To support and assist the headteacher in providing dynamic and professional leadership for the school, ensuring high-quality education for all students and high-quality professional learning for all teaching staff. To provide strategic leadership, under the direction of the headteacher, in formulating the aims and objectives of the school, especially those pertaining to inclusion, behaviour and safeguarding and pastoral care and establishing the policies through which they will be achieved, managing staff and resources to achieve the aims and objectives of the school and monitoring progress towards their achievement.

Reporting to: Headteacher

Managing: 2 Assistant Headteachers, Heads of Year

Working time: Full Time

Disclosure level: Enhanced

Main Responsibilities:

- To deputise for the headteacher in her absence:
- Ensure that, in leading on pastoral matters across the school, all that you do reflects, and is in keeping with, the culture and ethos of the school.
- To lead the Inclusion and pastoral team in all aspects of its strategic and operational functions including (though not exhaustively):
 - a) Being responsible for the management of all students; welfare and development; rewards and praise; attendance; punctuality; uniform; mid-term admissions.
 - b) Monitoring, evaluating and reviewing the quality of our pastoral provision.
 - c) Have general oversight of school discipline both in the classroom and beyond, ensuring that good behaviour is promoted and rewarded, and that any issues are dealt with promptly and fairly in accordance with school policies. Including leading on issues involving fixed term exclusions and taking charge of any issues which might involve the Head teacher's decision to permanently exclude.
 - d) Monitor, evaluate and develop the Pastoral Support Plan (PSP) as a strategy to provide support to students. Attend PSP meetings with the relevant Assistant Headteacher and Head of Year as appropriate. Ensure accurate record keeping and produce summative reports and case studies termly.



- e) Have oversight of all matters relating to keeping Children Safe in Education including being a member of the Safeguarding Team.
 - f) Have oversight of all matters relating to Inclusion including SENDAS, Children Looked After and those placed in alternative provision.
 - g) Have responsibility for the use of and continuing development of Edulink as a management tool for rewards, sanctions and communication with parents. Ensuring it is used effectively alongside the school behaviour policy, generating reports and using them to evidence action.
 - h) Establish and manage the whole school detention rota.
 - i) Prepare and publish the staff duty rotas for morning gate duty, break and lunch duties and end of day gate duty. Ensure these are fair and deployment is in line with the health and safety duties of supervising students. Update half termly and ensure absence is covered.
 - j) Responsibility for celebration assemblies and Thought for the Week.
 - k) Produce a termly assembly plan underpinned by the SHAP calendar, SMSC and reflecting our community.
 - l) Oversee attendance through the work of the Deputy DSL.
 - m) Leadership and management (with the Assistant Headteachers) of the Heads of Year 7-11, Including chairing Heads of Year meetings.
 - n) Have oversight of parents 'evenings, and review days ensuring systems are evaluated, reviewed and improvements identified and recommended for implementation.
 - o) Ensure the smooth organisation of the tutoring systems including producing annually the tutor team list and allocating tutors mid- term as required.
 - p) Ensure appropriate systems for monitoring pastoral matters and sharing information as required across staff (with due regard to confidentiality).
 - q) Ensure that the schools educational provision reflects fundamental British values.
 - r) Ensure the school fulfils all its duties under the Prevent strategy.
 - s) Work collaboratively with the Deputy Headteacher Curriculum and Achievement on the organisation of whole school events.
- To inform the SLT, the wider staff and the Governing Body and its committees, as appropriate, of the outcomes of the Inclusion and Pastoral team's activities and to raise questions, pose hypotheses for further investigation and provide further challenge towards the school's strategic intent;
 - Together with the Headteacher, Business Manager and Deputy Headteacher (Curriculum and Achievement), provide the Governing Body and its committees with advice and information pertaining to the improvement activities of the school in the form of Review and Planning Papers (RPP);



- To act as Staff Advisor to the Whole School and Community of the Governing Body and to advise all full Governing Body meetings on matters pertaining to school policy, school improvement and accountability measures;
- To represent the school in the Harrow Collegiate and beyond on matters pertaining to Inclusion and Pastoral care.
- To be the embodiment of the ethos of the school in every interaction with students, with colleagues, with parents, with governors and with members of the school's many communities, at all times;
- To provide a model of excellence in line management, empowering and facilitating other colleagues to excel in their arenas and to aspire to greatness through coaching and mentoring, recognising potential wherever it exists and helping colleagues and students to realise it;
- To draft workplace policies, procedures and practice, ensuring they take account of statutory requirements and/or national and local priorities and promoting collective responsibility for their implementation.

In addition, to assist the headteacher by:

Qualities and Knowledge:

1. Holding and articulating, to a wide audience of stakeholders, clear values and moral purpose, focused on providing a world-class education for our students.
2. Demonstrating optimistic personal behaviour, positive relationships and attitudes towards our students and staff, and towards parents, governors and members of the local community.
3. Leading by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustaining wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursuing continuous professional development.
5. Communicating compellingly the school's vision and driving the strategic leadership, empowering all pupils and staff to excel.

Pupils and Staff

6. Demanding ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.



7. Creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
8. Identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
9. Holding staff to account for their professional conduct and practice.

Systems and Processes

10. Ensuring that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
11. Providing a safe, calm and well-ordered environment for all students and staff, focussed on safeguarding students and developing their exemplary behaviour in school and in the wider society.
12. Establishing rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
13. Distributing leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
14. Creating an outward-facing school which works with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
15. Developing effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.

16. Challenging educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research.
17. Shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
18. Inspiring and influencing others – within and beyond the school – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The Job Description is not necessarily a comprehensive definition of the post as it might be subject to modification or amendments at the discretion of the Headteacher.