



JOB DESCRIPTION –Deputy Headteacher: Personal Development, Behaviour and Attendance

Responsible to: Headteacher and Governing Body

Line Manager: Deputy Headteacher

Purpose: In addition to those professional responsibilities which are common to all classroom teachers in the school, the post holder's key responsibilities will be:

- To provide excellent leadership and management to embed the vision and values of the school and to secure the highest possible outcomes for students across the school
- To take full responsibility for the school, alongside the other Deputy Headteachers, in the absence of the Headteacher
- To take full responsibility for leading and managing Personal Development, Behaviour and Attendance under the overall direction of the Headteacher
- To be hands on in managing the day to day operations of the school

Key Relationships: The Deputy Headteacher will work with the Senior Leadership Team (SLT), the Local Governing Body, the Staff, and wider stakeholders to develop and implement the direction and strategy for the School.

Working Time: 195 days per year

Salary/Grade: L18-22 £71,019 - £79,112

Disclosure Level: Enhanced

Job Purpose: generic to all SLT

- To support the Headteacher in transforming leadership at all levels of the School
- To work with all SLT in promoting the School's vision and aims, developing and implementing policy, and monitoring and evaluating progress
- To work with SLT to build leadership capacity within the middle leadership team and provide opportunities for them to flourish
- To be a role model to all staff and students demonstrating positive leadership behaviours, confidentiality and discretion
- To be a line manager who is approachable and develops others by supporting and challenging them to be the best they can be, including through regular formal meetings (at least once per fortnight) and sharing the minutes of those meetings with the Middle Leader and Headteacher (ideally within 48 hours)
- To take the initiative and be accountable for your decisions and your areas of responsibility, including those you line manage



- To develop strategy through monitoring and evaluating the relevance and effectiveness of School processes and their impact on improving achievement and attainment of all groups of students
- To lead on aspects of School self-evaluation and preparation for inspection
- To lead on aspects of School development planning

Establishing the Culture and Ethos of the school:

- To work with the Headteacher, governors and the wider school community to effectively establish, develop and sustain the school's ethos and strategic direction
- To uphold ambitious educational standards for all students, especially those with additional needs or SEND, so that they are well prepared for their next phase of education and life
- Lead behaviour and attitudes across the school, including:
 - Ensuring that the school is a safe, orderly and inclusive environment that engages students and supports their learning
 - Ensuring positive engagement and behaviour for learning from all students in line with the school's behaviour management policy; resulting in disruption free learning and clear corridors across the school at all times
 - Ensuring that fair and respectful approaches to managing behaviour are implemented consistently across the school and that all staff teach and model positive behaviours to all students
 - Developing a clear behaviour curriculum that all students remember and understand
 - Analysing behaviour data to spot patterns and trends, with clear actions to investigate and address issues
 - Overseeing a range of targeted interventions that address areas of concern
 - Having oversight of the smooth running of the Reset and Isolation room, ensuring that students are working to a high standard on curriculum content
 - Working collaboratively with the wider pastoral team to ensure a joined-up approach to behaviour interventions
 - Providing clear and effective line management and leadership to the Assistant Headteacher and the wider pastoral team - supporting and challenging them to achieve targets
 - Leading interventions to reduce suspensions and exclusions across all year groups
- To promote a collective vision across the school enthusing, inspiring and motivating the school community so that all students experience a positive and enriching school life
- To be professionally accountable for the work of identified individuals and teams including recruitment, induction, probation, performance management and absence management
- To identify professional development needs for identified individuals and teams, and to support, coordinate and lead the provision of high-quality coaching, mentoring and professional development
- To help create a highly positive, professional culture which enables staff to evaluate their effectiveness, reflect on their learning, challenge and support each other



- To collaborate with colleagues to deliver a high-quality programme of professional development for all staff, which is carefully aligned to whole school priorities, team development and individual need
- To develop positive and respectful relationships across the school modelled through high standards of professional conduct, personal behaviour and attitudes
- Lead on all elements of the school improvement plan within Personal Development, Behaviour and Attendance
- Develop and implement strategies to sustain the highest levels of attendance and punctuality
- Lead on the transition of pupils from primary school into year 7, maintaining positive relationships with primaries
- Fulfil the role of Deputy Designated Safeguarding Lead and develop strategies to ensure the effective safeguarding of children
- Contribute to the leadership of strategies to support our most vulnerable students, alongside the Assistant Head for Inclusion, the Designated Safeguarding Lead and our Vulnerable Student Lead
- Jointly oversee the planning and delivery of the assembly and form time programme

Delivering Organisational Effectiveness:

- To be responsible and accountable for management and organisation decisions as delegated by the Headteacher and to effectively evaluate their impact
- To ensure effective management & deployment of staff to maximise student achievement & attainment paying attention to appropriate workload and work life balance
- To be responsible for the effective allocation of financial resources, ensuring efficiency, effectiveness and probity in the use of public funds
- To establish, implement and review systems, processes and policies that enable the school to operate effectively and efficiently
- To effectively implement the school's approach to the identification, management and mitigation of risk
- To effectively analyse and interpret relevant national, local and school data as well as research and inspection evidence to inform development and improvement planning
- To use school self-evaluation, monitoring and assessment evidence to accurately analyse school effectiveness and propose appropriate school improvement aims and priorities
- To make a substantial contribution to school improvement, successfully communicating and carefully implementing a range of improvement strategies which deliver sustained improvement over time
- To lead, hold accountable, develop, support, and review an individual or team to ensure that they make a measurable contribution to relevant school improvement priorities



- To ensure that appropriate targets exist in specific areas of responsibility and that appropriate evidence is collected and evaluated to measure progress towards these targets
- To develop constructive relationships beyond the school, working effectively in partnership with parents, carers and the local community
- To communicate effectively and with professional integrity within and beyond the school community to improve educational outcomes for all pupils
- To ensure effective liaison and collaboration with peers in other schools and organisations to share, disseminate and develop good practice in a climate of mutual challenge and support
- To celebrate and share school successes effectively with staff, students, parents and the wider community both locally and nationally

Other specific duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To promote actively the school corporate policies
- To continue personal development as agreed
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To undertake break and lunch duties as requested
- To undertake any other duty as specified by STPCB not mentioned in the above.

Health and Safety Responsibilities:

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided
- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- (v) To co-operate with the Head Teacher in the fulfilment of the objectives of the School's Health and Safety policies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



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 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

This job description is current at the date shown, but following consultation with the post-holder may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title

The Head Teacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the School, National Incentives and Statutory Legislation, after consultation with the post holder



PERSON SPECIFICATION – Deputy Headteacher: Personal Development, Behaviour and Attendance

QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT	Essential	Desirable
Teaching qualification with QTS	•	
Degree or equivalent qualification	•	
Higher Qualification in education and/or management		•
Evidence of CPD, particularly in relation to Personal Development, Behaviour and Attendance	•	
Role Specific Experience		
Outstanding classroom teacher with high expectations and aspirations for our students' achievement and behaviour	•	
Effective system leader with a clear understanding of process	•	
Proven track record in raising standards and supporting student achievement	•	
Proven leadership skills and ability to motivate and inspire others	•	
Clear commitment to continuous school improvement	•	
Proven experience and ability to lead behaviour and support systems	•	
High level of data literacy to analyse trends across school and initiate effective responses	•	
An excellent communicator with strong interpersonal skills	•	
Up-to-date knowledge of emerging issues in school leadership	•	
Experience of latest data analysis tools		•
Has implemented whole school strategies for reduction of FTE, and BFL		•
An understanding of the community context for SHS and experience of working in similar contexts		•
Improvement Planning		
Previous experience of school improvement planning: developing and realising a vision	•	
A vision for how outstanding Behaviour for Learning can contribute to student progress and the ability to lead the school towards this vision	•	



Leading & Managing Staff		
Demonstrates a clear understanding of leadership and is willing to support and challenge colleagues as required	•	
Can demonstrate operational leadership skills, financial control of departmental and whole school budgets and delegated line management	•	
Can demonstrate clear analytical skills and apply strategic thinking to whole school improvement	•	
Can delegate but still take responsibility and accountability	•	
Can implement and sustain effective systems for the management of staff performance	•	
Can set robust targets for all to secure high achievement	•	
PERSONAL QUALITIES & ATTRIBUTES	•	
Effective communicator	•	
Ability to prioritise	•	
High professional standards	•	
High standards embracing presence, honesty, integrity, loyalty and trustworthiness	•	
Strong intellect, energy and a positive approach to opportunities and challenges	•	
The capacity to inspire confidence in stakeholders and work collaboratively	•	
A drive for continuous improvement	•	
Good team player, with a sense of humour, willing to contribute to the wider life of the school through co-curricular activities	•	
Safeguarding Children	•	
Commitment to safeguarding and promoting the welfare of children and young people	•	