Job Description

Job Title:	Deputy Headteacher
Date last reviewed:	January 2023
Grade of post:	Leadership Scale (19-23)
Location:	Cheney School
Line Manager:	Headteacher
Disclosure Level:	Enhanced DBS

Lines of Responsibility

The Deputy Headteacher is directly responsible to the Headteacher, and is in turn directly responsible for the year teams, the tutors, PSHE, careers and extracurricular activities.

Strategic Purpose

The main aim of the role is to oversee all aspects of the personal development of students in all areas, except the explicitly academic. This includes Citizenship and British values, both as separate entities and through the rest of the curriculum, PSHE, careers, the House system and extracurricular activities.

The post holder will also have responsibility for overseeing trips, visits and educational events, although will not necessarily be running the day-to-day detail of every event.

Importantly, there will be a focus on ensuring that all students, including the most vulnerable, have equal access to, and take part in, a full range of activities.

There will be a large contribution to behaviour and discipline, and the successful candidate will work closely with the Deputy Head responsible for these areas.

Implementation

Cheney is a large and diverse comprehensive school, and we welcome students from every background, including a number who do not have significant cultural capital.

The post holder will play a major role in ensuring that all students have access to a full range of activities, which will build cultural capital over time. The successful candidate will be able to demonstrate ways in which participation can be tracked, and a number of ways that full engagement by all students, regardless of background, can be achieved. This will require good analytical skills, the ability to read data fluently, and track pupil progress. It will also, and more importantly, involve a deep understanding of the barriers to participation, and real empathy, combined with extreme practicality, in devising simple and scalable solutions. The vehicle for delivering much of this cultural capital is the House system, and the post holder will have responsibility for this important element of life at Cheney.

Linked to the above is the oversight of trips, visits and events. As well as ensuring the safety and viability of school trips, the post holder will ensure that all students have fair access to these opportunities, that participation is promoted and barriers are removed to the fullest possible extent.

The job will also involve overseeing the year teams and the tutoring programme (including PSHE), ensuring consistency of delivery and accessibility of resources. There will be a large element of staff

training, quality assurance and guidance involved in ensuring consistency of provision across the whole tutor programme.

The successful candidate will also need to show a detailed knowledge of careers education, how to implement the Gatsby benchmarks, and how to ensure that no students are NEET on leaving Cheney.

Having recently joined the River Learning Trust (RLT), there is a lot of scope for working across the trust, and in harmonising practice in Cheney with other schools, where appropriate. A good relationship with the trust central team, and with colleagues in other trust schools will be an essential, and rewarding, part of the job.

The post holder will work as a member of the school's Senior Leadership Team.

Core Responsibilities:

The post holder will support the Headteacher and Governors with:

- Developing the personal development curriculum across the school
- Tracking student participation
- Ensuring accuracy of data, and its timely usage
- Designing strategies in all year groups to ensure wide participation, and ensuring they happen
- Guiding whole staff development on tutoring and delivering PSHE
- Working with other RLT schools on shared approaches to personal development
- Line management of the Year teams
- Line management of Careers Co-ordinator
- Oversight of trips, visits and events

Additionally, the post holder will:

- Demonstrate personal integrity, openness and honesty.
- Be a visible role model for staff, students and parents alike.
- Support and promote Cheney's inclusive ethos.
- Care deeply about the students at our school.
- Contribute to writing the school's self-evaluation form and the improvement plan.
- Work closely with the Deputy Headteacher (Academic) on the intersection of curriculum, personal development and classroom practice.
- Work closely with the Deputy Headteacher (Behaviour) on promoting positive and respectful behaviour.
- Prepare regular reports for senior leadership and governors' meetings.
- Coordinate the work of designated support staff, for example pastoral leaders, to ensure efficient and effective implementation of personal development plans.
- Liaise with the Assistant Headteacher (inclusion) and SENCO to ensure that all students are able to access opportunities.
- Liaise with staff and parents as appropriate.
- Play a full and visible role as a member of the school leadership team.
- Support colleagues with behaviour management and with restorative meetings.
- Be an exemplary classroom teacher and member of the appropriate department.
- Participate in the recruitment, induction and development of teaching and support staff.
- Safeguard and promote the welfare of students.

- Contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training.
- Encourage, motivate and support students and staff.
- Carry out other such duties as may reasonably be required, in keeping with the seniority of the post.

General responsibilities as part of the Trust Central Team

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- 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.

Safeguarding Statement

Cheney School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.