ARCHBISHOP TENISON’S C.E. HIGH SCHOOL

**APPOINTMENT OF DEPUTY HEADTEACHER**

**Deputy Headteacher (Policy and Practice)**

**Job Description**

**Job title:** Deputy Headteacher

**Salary:** Leadership Scale: L19-L23

**Job purpose:** To support the Headteacher in planning, leading, developing, supporting, administering and monitoring the religious, academic, pastoral, social and financial life of Archbishop Tenison’s.

To lead staff, pupils, students and parents in developing a consistent approach to the practical realisation of the school’s educational vision – through strong policies and practices, a good understanding of professional standards and a high level of parental engagement with the school and its provision for its pupils.

To find the resources for this challenging task in the Christian character and calling of the school, making the connection between the spiritual life of a church school community and our day-to-day teaching and learning.

**Responsible for:** Oversight of the work of the school’s three Senior Pastoral Leaders and the Pastoral Leadership Team.

Oversight of the Education and Care Leadership Team, including the Senior Education and Safeguarding Leader, SENDCO, and other significant posts.

Leadership of all teaching and support staff with respect to these areas, liaising with them through their SLT Links and Team Leaders, as required.

Leadership and management of the transition of pupils into the school from primary education; taking responsibility for building good and fruitful relationships with local Church of England and other primary schools and for communicating effectively with prospective parents

**Responsible to:** The Headteacher

**Key accountabilities:**

You are required to carry out the duties of a Deputy Headteacher as set out in the School’s Ethos Statement (contained in the Instrument of Government) and with the terms and conditions of the current School Teachers' Pay and Conditions Document.

The Deputy Headteacher’s role involves:

1. **Deputising for the Headteacher, as required**
2. **Aims and Ethos**
3. Assisting the Headteacher to ensure the school’s aims are realised in all aspects of its life and particularly in relation to its curriculum, staffing and standards, the welfare of its staff and pupils; collaborating on this with the Deputy Headteacher (Christian Character and Academic Purpose), and together forming a strong leadership team with the school’s two Assistant Headteachers.
4. Helping to foster the Christian ethos of the school in accordance with the aspirations and intentions of the Foundation to promote Christian education for the pupils; assisting with the leadership of assemblies and services; supporting the development of a dynamic and coherent curriculum and the giving academic leadership to the Sixth Form and the school in a way which fulfils the school’s Christian educational vision.
5. Liaising with the Chaplain and local churches as appropriate.
6. Setting the standard for Senior Pastoral Leaders in their oversight of Heads of Year and their pastoral teams; working with them to ensure consistent pastoral care through the school and, in this connection, good implementation of statutory procedures for safeguarding and promoting the welfare of children.
7. Setting the standard and agenda for the oversight and line management of the work of Curriculum Leaders and the work of other Senior Leaders to ensure consistent standards of the curriculum, teaching and learning through the school.
8. Taking responsibility for the pastoral development of pupils as they move through the school, culminating in a successful time in the Sixth Form, with good opportunities to exercise and develop their own leadership within the school community; working with the Headteacher and others to agree and communicate the school’s strategy for its 11-16 provision and its vision for its curriculum and work at Key Stage 3 in particular.
9. Assisting the Headteacher with building home-school communication, parental engagement in the life of the school and their participation in parents’ forums.
10. Teaching 10 out of 30 periods per week.
    1. **Planning**
11. Assisting the Headteacher in fulfilling responsibilities to the Governors in the preparation of policy and planning. This includes plans in response to external requirements (e.g. inspections).
12. Overseeing the school’s planning for its pastoral provision: allocation of Form Tutors, the vision and planning for the good use of Tutor Time, coordination of Personal and Social Development in its different forms, appropriate development of Pupil Support and provision for Pupil Welfare.
13. Responsibility for the development and review of the school’s Discipline Policy and its implementation in practice.
14. Working closely with the Headteacher on the annual School Development Plan and other strategic plans; giving support with proposals for building and other school developments.
15. Leading work with Heads of Department and Heads of Year on effective evaluation of current work in such a way that this informs future planning and action; working with other senior leaders to set agendas for SLT Link meetings which achieve this objective.
16. Responsibility for ensuring that action planning relating to the school’s support of Disadvantaged pupils and its use of the Pupil Premium is coherent, effective and properly communicated.
17. Producing short-term action plans in response to perceived opportunities or difficulties.
18. **Finance and Resources**
    1. Assisting the Headteacher, Finance Manager and Governors withtheir overall responsibility for the planning, development and stewardship of the school site.
    2. Keeping the Headteacher informed about how curriculum needs are changing and developing and about the implications of this for the school’s staffing, premises and budget.
    3. Helping the Headteacher to liaise as appropriate with the Diocese and LA and Governors over site developments and playing a key role in planning for any changes at the proper time.
    4. Chairing the school’s Health and Safety Group and supporting premises staff, as needed.
19. **Curriculum**
20. Working with Heads of Department, other senior leaders, the Headteacher and Governors to form, develop and articulate a distinctive and coherent Tenison’s curriculum vision.
21. Maintaining awareness of current trends and developments in the curriculum, teaching, learning and 16-19 policy; briefing the Headteacher, Senior Leadership Team and Governors accordingly.
22. Assisting the Headteacher in leading the work of the Senior Leadership Team on the review, formation and implementation of the school’s curriculum, teaching and learning and assessment policies; playing a leading role in work on curriculum changes and consultation with staff, parents and Governors; contributing to the active review and evaluation of the curriculum; ensuring that it retains its breadth and balance and remains imaginative and intellectually stimulating, as well as appropriate for and consciously reflective of the pupils currently in the school; working with the school’s Assistant Headteachers to ensure the high standard of teaching, learning, professional development and outcomes needed to fulfil the school’s educational vision.
23. **Staffing**

Advising the Headteacher on the efficient and effective deployment of staff; supporting this through:

a) Being part of strategic thinking about the school’s staffing structure

b) Contributing to the recruitment and appointment of staff; deputising for the Headteacher in the process, as necessary.

c) Having responsibility for the pastoral care and well-being of all staff

1. Working with the Headteacher and Governors to fulfil their responsibility for Health and Safety, and for the Safeguarding of the welfare of pupils within the school
2. Working with the Headteacher on developing and implementing the school’s Appraisal Policy
3. Actively supporting staff development, training and career progress
4. Working with the Headteacher to oversee, monitor and evaluate the performance of all teaching staff (see below) and assisting him with taking remedial or disciplinary action where appropriate
5. Assisting the Headteacher in leading and supporting others in the Senior Leadership Team
6. Line managing the Senior Pastoral Leaders, SESL, SENCO and any subject leaders, as needed
7. Line managing other staff, as agreed, including the Head of Inclusion, Head of Pupil Welfare, Teacher in charge of the Pupil Support Room and the PPG Co-ordinator
8. Contributing actively to the work on the school timetable and working with the Headteacher and other senior leaders to ensure proper supervision of pupils throughout the school day; oversight of staff duties and on-site activities.
9. **Monitoring and Evaluation**
   1. Advising the Headteacher and Governors on the quality of the school’s curriculum, both planned and received, with particular reference to the identification, analysis and use of relevant data available, including that provided by lesson observations and other types of self-evaluation and making sure that this also involves proper evaluation of the school’s pastoral provision; conducting an ongoing review of safeguarding and other pastoral policies and practices.
   2. Providing leadership by example to other senior and middle leaders in evaluating the performance of teaching staff through lesson observations, results, marking, homework etc. and in making this connect effectively with the Appraisal Policy.
   3. Advising Assistant Headteachers and Pastoral Leaders on monitoring pupil and student performance; ensuring progress at all levels is effectively tracked and subsequent action taken.
   4. Working with curriculum leaders to provide reports to the Headteacher, SLT, Governors, SDBE and Borough on results and pupil progress with explanatory analysis and relevant comparisons.
   5. Working with other members of the Senior Leadership Team to assess and monitor the quality of teaching and learning in the school and to make improvements, where necessary.
   6. Evaluating the policy, interventions and practice linked to PPG funding for Disadvantaged pupils and Looked After Children and how this improves their academic progress and performance.
   7. Leading work inside the school which provides the Headteacher with data, analysis and other forms of self-review for Governors and external advisors or inspectors, as required.
10. **Pastoral Care and Discipline**

Assisting the Headteacher with overall responsibility for the pastoral care and discipline through:

* 1. Ensuring that school policies and procedures relating to good discipline are actively followed, modeled and supported by all in the community.
  2. Being responsible for the Attendance Policy and its implementation; tracking levels of attendance and punctuality; ensuring that action is taken about this, as required.
  3. Working with senior and middle leaders to ensure that every pupil/student is known and appreciated and their knowledge, understanding and skills are being well developed.
  4. Promoting good relationships between the school and parents.
  5. Encouraging the development of the school’s extra-curricular and enrichment programmes.
  6. Giving support to the Headteacher and other staff in handling major disciplinary problems, where necessary; and in dealing with exclusions; working with the Designated Safeguarding Lead to ensure the school’s statutory safeguarding procedures are followed.

1. **Admissions and Progression**
   * 1. Sharing responsibility with the Headteacher for the pro-active promotion of the school and 6th Form in the local church and community.
     2. Helping to develop prospectuses and other publications. Having oversight of the school website; ensuring it presents the school accurately and well and has up-to-date (statutory) information.
     3. Leading and organising Open and Information evenings.
     4. Ensuring a good transition into the 6th Form for Tenison’s and other pupils.
     5. Helping to prepare for, being present at and taking part in Presentation Evenings.
2. **Liaison with external bodies and public relations**
   * + 1. Assisting the Headteacher in liaising with the Governors, the Southwark Diocesan Board of Education,the Local Authority and other bodies.
       2. Attending meetings of the Governing Body and of committees, as appropriate.
       3. Meeting with advisors and inspectors, particularly in relation to the school’s target-setting.
       4. Being aware of implications of national and local policy changes and acting accordingly.
       5. Leading planning and collaborative work with regard to the 14-19/16-19 provision. Representing the school at the Fair Access Panel and arranging Managed Moves, when needed.

Richard Mash, Chair of Governors, Wednesday 20th September 2023