



Deputy Headteacher (Standards) Job Description

The appointment is subject to the current conditions of employment of Deputy Headteachers, contained in the School Teachers' Pay and Conditions Document, other current educational and employment legislation, relevant teacher and Headteacher standards.

JOB TITLE: Deputy Headteacher

ACCOUNTABLE TO: The Headteacher

MAIN PURPOSE:

- Undertake the normal responsibilities of a class teacher.
- Be a member of the Senior Leadership Team.
- Assist the Headteacher in managing the school and take responsibility for the day to day running of the school
- Support and represent the Headteacher at meetings as and when required.
- Undertake the professional duties of the Headteacher during his/her absence.
- Undertake such duties as are delegated by the Headteacher.
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan, aims and objectives of the school by:
 - ♦ Establishing the policies through which they shall be achieved
 - ♦ Managing staff and resources to that end
 - ♦ Monitoring progress towards their achievement.

MAIN TASKS:

The role of the successful applicant will encompass the following areas however the specific nature and balance of these responsibilities will vary according to the strengths of the successful applicant and how these complement the Senior Leadership Team overall.

The Deputy Headteacher will:

1. Class teacher responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.

2. The internal organisation, management and leadership of the school

2.1 Leading Pastoral Care

- Lead the development of pastoral care and all related issues at Ryedale School.
- Develop and implement a Trust wide policy for positive behaviour management
- Carry out the duties of the Deputy Designated Safeguarding Lead for the school.
- Lead the professional development of staff relating to positive behaviour management.
- Monitor and evaluate the quality of pastoral care.
- Oversee the development of recognition and rewards across the school.
- Promote a school community focused on Learning and high standards of behaviour.

- Promote the highest possible expectations in terms of pastoral care.
- Promote continuous improvement through collaboration within the institution and with other organisations which adopt best practice.
- Line manage delegated areas/designated staff.
- Communicate the vision for Ryedale School, its strategic planning and implementation.
- Work with the Senior Team and middle leaders on school self evaluation which feeds into school improvement.

3. Behaviour, Attendance and Punctuality

3.1 To lead on:

- The development, organisation and implementation of the school's work on securing high standards of behaviour, attendance and punctuality.
- School policies on behaviour management, attendance and punctuality and recording and reporting.
- Ensuring that the pastoral care at both key stages form a co-ordinated, coherent and consistent support package for individuals and key groups.
- Ensuring that information on student behaviour, attendance and punctuality is used to improve pastoral care to inform and motivate students, to inform parents and carers, to provide necessary references for other educational institutions and employers, and to aid School Committee members in their future management of the school. Drive agenda items for the School Committee.
- Ensuring that individual student's continuity of learning and effective progression of achievement are supported by the SEND Department and effective safeguarding arrangements.
- Lead on the schools Attitude to Learning system, analysing data and formulating appropriate responses for individual students and groups.
- The promotion of extra-curricular activities in accordance with the educational aims of the school.

4. Student care

4.1 To lead on:

- The effective induction of students.
- The determination of appropriate student groupings.
- The promotion among students of standards of conduct/discipline and a proper regard for authority and the encouragement of good behaviour.
- The development among students of self-discipline.
- The handling of individual disciplinary cases.

5. The management of Staff

- 5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school
- 5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- 5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school

- 5.4 To contribute to staff development policies in relation to:
- The induction of new staff
 - The provision of professional advice and support and the identification of training needs
- 5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.
- 5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6. The management of resources

- 6.1 To contribute to arrangements for the security and effective supervision of the school
- 6.2 To contribute to the formulation of the school's policies and procedures concerning resource management
- 6.3 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- 6.4 To promote an attractive environment which stimulates learning and high standards of behaviour and enhances the appearance of the school.
- 6.5 To maintain effective working relationships with external agencies and services contracted to the school.

7. Relationships

- 7.1 To advise and assist the School Committee as required in the exercising of its functions including attending meetings and making reports.
- 7.2 To assist liaison and co-operation with support services.
- 7.3 To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education.
- 7.4 To assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and pastoral development and in particular support Year 6 transition.
- 7.5 To assist liaison with other professional bodies, agencies and services.
- 7.6 To develop and maintain positive links and relationships with the community, local organisations and employers:
- To promote a positive image of the school
 - To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.

The applicant will be required to safeguard and promote the welfare of children and young people.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Deputy Headteachers.