



ST. EDWARD'S ROYAL FREE ECUMENICAL MIDDLE SCHOOL

LEARNING TOGETHER IN CHRIST

SERVICE EXCELLENCE RESPECT FAITH

JOB DESCRIPTION – DEPUTY HEADTEACHER

MAIN PURPOSE

- To deputise in the absence of the Headteacher, ensuring the smooth running and strategic development of the school
- To work collaboratively as a member of the senior leadership team, supporting the Headteacher in the strategic leadership and day-to-day management of the school
- To strategically develop any areas of the school that are allocated in line with the school's vision and values and to actively promote those vision and values
- To actively work to safeguard the welfare of children and young people within the school

STRATEGIC LEADERSHIP

- Collaboratively work with the Senior Leadership Team to develop the shared vision and strategic plan for the school and actively contribute to the creation and review of the School Development Plan
- Research, plan, implement and evaluate any allocated whole school projects
- Work effectively with governors and external partners, including other schools and educational professionals, to build effective relationships and to enable effective school improvement
- Be responsible for the development, implementation and review of appropriate policies
- Contribute to/lead staff CPD as appropriate to support the strategic development of the school
- Strategically line manage and performance manage staff, setting targets, monitoring performance and reviewing progress of staff according to the appraisal/performance management cycle of the school and in line with school improvement priorities
- Use data effectively to enable effective school improvement
- Contribute to preparation for external review, e.g., SIAMS, Ofsted
- Take an inclusive approach at all times, mindful of pupils and staff individual circumstance and needs
- Support and actively promote the school's restorative approach to behaviour and support with the implementation of the Behaviour and Relationship Policy

MANAGING THE ORGANISATION

- Provide support to the Headteacher on the effective organisation and management of the school and identify ways of improving organisational structures and functions based on self-evaluation
- Contribute to activities that ensure the effective day-to-day running of the school e.g., take assemblies, gate/lunch duties, present at parent information evenings, arrange/organise cover
- Ensure compliance with education statute and employment legislation
- Ensure the safeguarding of students and health and safety of all children and staff
- Communicate effectively to staff, parents and other parties to ensure processes run smoothly
- Contribute to the recruitment of staff
- Contribute to and/or manage HR and other processes as appropriate e.g., sickness absence, capability etc
- Be mindful of staff wellbeing and ensure that this is a high priority
- Undertake any other duties reasonably delegated by the Headteacher

TEACHING AND LEARNING

- As part of the senior leadership team, contribute to the monitoring of the quality of teaching and learning
- As part of the senior leadership team, contribute to the continued development and monitoring of the curriculum, particularly for those subject areas that are line managed
- Carry out a teaching commitment appropriate to the role; Plan and teach well-structured lessons to assigned classes and demonstrate high quality teaching and learning where pupils are enthusiastic and respond positively to challenge and high expectations
- Support a positive and consistent approach to the education of those pupils who have SEND, who are more able, and who are disadvantaged

GENERAL

- Be a positive role model for staff and pupils and reflect the professional attributes of an effective senior leader
- Undertake necessary CPD to gain knowledge, understanding and skills appropriate to your role

Please note: the specific responsibilities for this post will be arranged upon appointment to reflect the strengths of the candidate and the existing members of the Senior Leadership Team.