

Deputy Headteacher

Job Description

General duties & responsibilities

All members of the Leadership Team will have the following general duties:

- Carry out the general and specific professional duties as set out in the current School Teachers' Pay and Conditions documents.
- To actively support and contribute to the ethos of the school
- Play an active role in the School's Senior Leadership Team, assisting the Headteacher in creating a vision, sense of purpose and pride about the School and its work.
- Share the vision, ensuring senior and middle leadership recognise and understand their participation in the learning process and provide appropriate training and support.
- Lead the development and implementation of relevant aims, objectives and policies for the school.
- Identify desired outcomes and success criteria and provide a clear model of what is expected for the implementation of change in designated areas of responsibility.
- Provide clear direction and establish a systematic monitoring and evaluation programme to evaluate initiatives.
- Line manage key middle leaders and areas of school within agreed school systems.
- Scrutinise and monitor the performance and effectiveness of key middle leaders and meet regularly to discuss / review / evaluate progress. Keep records of formal meetings.
- Undertake the Appraisal of identified staff.
- Assist the Headteacher in identifying areas of underperformance and in the implementation of any support programmes or formal procedures to ensure a collective responsibility in implementing school improvement and to provide accurate, detailed records to support this process.
- Take a lead role in maintaining discipline around school, ensuring the implementation of the school's Behaviour for Learning Policy, supporting staff when appropriate.
- Take a lead in implementing the school's policies and procedures on Safeguarding and Child Protection
- Contribute to the writing and implementation of the School Improvement Plan
- Contribute to the writing and implementation of the school's Self Evaluation Form ensuring areas of responsibility have accurate data and information.
- Identify and celebrate areas of success for individual members of staff and areas of school.

- Develop and maintain effective methods of communication with the Headteacher, SLT colleagues, other staff, students, parents, governors, external agencies and the wider community (including business and industry), etc.
- Assist in the School's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection.
- Prepare and deliver school assemblies at all key stages.
- To participate in the review cycles as required
- To carry out regular lesson observations, learning walks, drop in sessions and book scrutinies as part of the school's quality assurance framework
- To promote high standards of conduct and enforce school rules
- To contribute to the day-to-day running of the school e.g. lunch queue, break duty and bus duty
- To prepare and deliver assemblies
- To liaise with parents over matters of concern regarding their children
- To advise on the appointment of new staff and assist with selection as required
- To present to governors' meetings as required
- Chair staff meetings / working parties as required.
- Keep a high profile around school, taking command of areas at change of lessons and being visible and active during non-structured time.
- Support staff in achieving a healthy work-life balance.
- Be a high profile presence at school events.
- Deputise when required for the Headteacher.

Specific responsibilities will be discussed and agreed throughout the recruitment process to establish the best fit of individual strengths across the Leadership Team members.