Elthorne Park High School

**Deputy Headteacher**

**(Pastoral: Student Support, Development and Inclusion)**

**L19 - L25**

Job Description

The exact nature of the responsibilities will be based partly on the strengths and experience of the successful candidate.

**Purpose of the post:**

* To assist the Headteacher in the strategic leadership and management of the school in order to achieve the highest standards of staff performance and student support and development
* To uphold and promote the values of the school
* To assist the Headteacher in fulfilling the Governing Body’s aim for the school to be outstanding in all areas
* To fulfil the functions outlined below (and those delegated from time to time) in

order that the school provides an effective education for its students

**Specific Responsibilities**

1. Leading on the strategic vision, policies and procedures related to promoting student support, personal development and inclusion. These include:

* Promotion of wellbeing and mental health
* Inclusion
* Personal development
* Additional and special needs
* Pupil premium achievement
* External communications
* Rewards and Celebrations

1. Line manage senior and middle leaders, including those responsible for student personal development, ensuring that school policies and quality assurance procedures are effectively implemented
2. Promoting the school positively to the wider community including parents and other key stakeholders through directing the work of the school’s marketing officer and being responsible for the upkeep of the website and social media accounts
3. Lead on the school’s wider opportunities/extra-curricular programmes

**General Duties**

1. With the Headteacher and other deputies, establish a clear and widely shared vision for school improvement with the aim of making all aspects of the school ‘outstanding’
2. Assist the Headteacher with the day-to-day management of the school and assuming operational responsibility in the absence of the Headteacher and other deputies
3. Fulfil the core requirements of a school teacher as described in the School Teachers’ Pay & Conditions Document
4. Lead on whole school policy making and strategic thinking related to student support, personal development and inclusion
5. Lead on challenging underperformance at all levels, and ensuring appropriate support is put in place
6. Liaise proactively with parents/carers, other agencies and the wider community to promote the best possible outcomes for our children and young people
7. Play a full part in the strategic and operational direction of the school by contributing to planning, staff training, reviews of provision and monitoring and evaluation of teaching
8. Participate in the development and production of various school publications and reporting to the Governing Body as directed by the Headteacher
9. Participate in the recruitment, supervision and appraisal of designated staff