



SOUTH WILTS GRAMMAR SCHOOL

Job Description – Deputy Headteacher – Student Well Being

Job Title:	Deputy Headteacher – Student Well Being
Job Purpose:	To work as part of the Senior Leadership Team
Responsible to:	Headteacher
Scale:	L16-20

Main responsibilities:

Strategic Leadership

- Deputise for the headteacher as required.
- Promote the vision, ethos and culture of SWGS
- Provide credible and visible leadership to staff and students across the school.
- Articulate and uphold clear values, moral purpose and vision in helping to set the strategic direction of the school and in developing policy to deliver the school's aims.
- Lead strategic discussion with staff, trustees and other stakeholders to develop policy and practice to meet the school's vision and values.
- Work with the Headteacher in preparing the SEF, prioritising key action points for the School Development Plan and implementing the school SEF review cycle and the SDP progress measures.
- Demonstrate high standards of professional personal behaviour, positive relationships and attitudes towards students, staff, parents, trustees and members of the local community, and as a senior leader model these expectations to other staff.
- Use leadership responsibilities and relevant whole school policies effectively, to ensure leaders, teachers and staff are effectively supported and challenged to achieve their full potential and held to account for their practice.
- Effectively work with trustees, as required, to enable them to fulfil their responsibilities. This will include providing verbal and written reports to trustees' meetings as required and supporting trustees in formulating policy and making strategic decisions.
- Actively promote the welfare, guidance and academic progress of all students.
- Access relevant professional development opportunities in order to maintain up-to-date educational leadership knowledge and understanding.
- Support the school's focus on research-based practice by remaining abreast of current relevant educational research, evaluating its usefulness in school and disseminating relevant information to staff and trustees.
- Actively work to develop the school's network of external partner organisations. Work with these organisations positively for mutual benefit.
- Assume a number of whole school responsibilities as assigned by the Headteacher and to undertake any professional duties that the Headteacher reasonably delegated.

Safeguarding:

- Ensure the safety and wellbeing of all learners by upholding the school's safeguarding and child protection policies and through the leadership, monitoring and influence of staff in accordance with legislation and national and local policies and best practice.
- Take a strategic lead on safeguarding and ensure that a whole-school safeguarding culture is firmly embedded in all areas of school life.

- As Designated Safeguarding Lead provide strategic leadership, monitoring and support of the Safeguarding Team (Deputy DSL and HR Manager).
- Meet regularly with the Lead Trustee for Safeguarding as part of the Trustee Board Monitoring & Evaluation Schedule.
- Support and guide the school on monitoring, reviewing and improving safeguarding practice. Implement changes as necessary in a timely manner.
- Provide clear professional leadership and expertise to all staff in relation to any safeguarding matters.
- Contribute to the assessment of children in regards to safeguarding, working in partnership with external agencies and acting as Lead Professional as appropriate and acting as the first point of contact for staff, families and agencies as necessary.
- Responsibility for ensuring that all appropriate records of incidents and actions are up to date and stored securely.
- Ensuring that all staff, trustees and volunteers are trained effectively on safeguarding matters, alongside the DSL or Deputy DSL.
- Put measures in place to ensure students understand their rights regarding safeguarding and are able to, and aware of how to communicate any concerns.
- Work with the HR Manager to ensure compliance for all safeguarding matters, particularly in regards to the SCR and safer recruitment procedures.

Personal Development and Welfare:

- Lead, manage and develop the pastoral system within the school to assure a positive student experience (welfare, health, well-being, support, progress, development and inclusion).
- Work with other leaders to ensure effective Personal Development and PSHE programmes are in place.
- Work closely with the SLT and Year teams to identify student intervention needs and implement these interventions as appropriate.
- To oversee the arrangement of off-site educational provision for students, with associated responsibilities for safeguarding and quality assurance, as required.
- To oversee the work of the School Parliament and development of the House System
- To oversee the work of the SENDCo, School Counsellor, School Nurse and School Chaplain
- To oversee, monitor and report on school attendance

Promoting Educational Excellence

- Inspire and influence others to believe in the fundamental importance of education in young people's lives, to promote the value of high quality education and to secure a learning community culture.
- Ensure individual teachers and other relevant staff are committed to and held to account for continual improvement in relation to the quality of teaching and learning, curriculum provision and pastoral support provided for all students, and for the impact of their work on students' outcomes, their progress, development and well-being.
- Ensure performance management procedures effectively identify strengths and areas for development and are rigorously used to address areas of under-performance, support staff to improve and provide the opportunity for excellent practice to be recognised and valued.
- Ensure appropriate continuing professional development is provided in line with the identified areas for development in relation to individual leaders, teachers and staff, and where appropriate, in relation to specific teams and whole school priorities.
- Maximise the opportunities for all staff to work together, to share development priorities and good practice, in order to maximise outcomes and impact.
- To be a positive role model, treat people fairly equitably and with dignity and respect to create and maintain positive school culture.
- Contribute to good management practice by ensuring positive staff participation and effective communication and procedures.
- Maintain and model high standards of personal, professional behaviour and presentation to reflect the expectations made of our students and staff.

Operational Leadership and Management

- Take line management responsibility for a group of subjects.
- Meet and communicate with students, parents, staff and trustees as required.
- Support the professional development of staff by contributing to the provision of training.
- Ensure the vision for the school is clearly understood and acted upon effectively by all students and staff.
- Demonstrate high expectations of students and staff, a commitment to professional learning and continuous improvement.
- Contribute to and lead development of nominated aspects of the school's Development Plan.
- Lead and oversee the development and implementation of new projects and initiatives as agreed.
- Participate in and, as required, lead on aspects of monitoring and evaluation and support the day-to-day running of the school.
- Establish clear expectations and constructive working relationships among staff.
- Assist with school discipline, behaviour and events.
- Mentor students.
- Contribute to the day-to-day running of the school.
- Prepare and deliver assemblies.
- Determine policies, lead their implementation and monitor their operation and impact
- Coordinate whole school events as required.
- Take a leading role in promoting excellence, equality, high expectations and aspirations amongst all members of the school community.
- Participate in the recruitment and deployment of teaching and support staff.

The deputy headteacher will have a teaching commitment and the duties detailed here are in addition to those in the job description of a teacher.

Other operational leadership duties to be agreed by negotiation

This job description is not exhaustive and you will be expected to take on any reasonable work appropriate to the position as may be delegated by the headteacher. The job descriptions is not a comprehensive definition of the post and will be dependent on the person appointed. It will be reviewed annually and it may be subject to modification or amendment after consultation with the post holder.