

The Chantry School

Job Description

Job Title:	Deputy Headteacher
Accountable to:	Headteacher
Accountable for:	Teaching & Learning, Curriculum and Assessment
Salary:	L17 – L21
Last review:	March 2024

Purpose of Deputy Headteacher:

- To deputise for the Headteacher in the event of absence or other urgent business
- To share with the Headteacher in determining general school policy and ensuring its implementation
- To assist the Headteacher in managing the school and be responsible for specific areas identified below
- To provide high quality leadership in the key areas of Curriculum Development, Teaching and Learning, Quality Assurance and Staff Development

Key Accountabilities:

1. Improving Teaching and Learning, including ECT Development
2. Continuing Professional Development and Performance Management
3. Curriculum Development
4. Assessment
5. Departmental Development, Review and Quality Assurance

Specific Responsibilities:

- Deputising for the Headteacher when required and representing at meetings as necessary
- To encourage high academic standards by leading Teaching and Learning professional development to include Whole Staff training, Bespoke training, ECT support, Teacher Enhancement Programme and other programmes as necessary
- To lead the school's Continuing Professional Development programme for all teaching and support staff
- Lead the implementation of Quality Assurance procedures for all aspects of the school's work
- Ensure Performance Management is rigorous and links to whole school professional development as well as to the school's arrangements for performance related pay progression
- To lead the school's Assessment procedures and ensure they support effective teaching and learning, as well as provide meaningful information for reporting to parents
- To ensure the school's curriculum is matched to pupils' needs
- To lead curriculum change in the school and inform teaching colleagues, Heads of Departments, Leadership Team and Governors of changes in a timely manner that enables the school to plan and implement changes
- Contribute to construction of school timetable, in conjunction with Headteacher and other members of school's Leadership Team

Wider Leadership Responsibilities:

- To work with the Headteacher, Governing Body, Heart of Mercia Trust colleagues and others to develop the school's vision, and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all pupils and staff
- To promote good, effective working relationships between all members of the school and extended school community
- To share the school's vision and values, building these into daily practice including the delivery of assemblies and other opportunities for celebrating achievement and informing progress
- In collaboration with the Headteacher and Leadership Team, to identify and plan for future needs
- To determine policies, lead their implementation and monitor their operation
- To maintain effective partnerships with parents and carers to support and improve pupils' achievement and personal development
- To participate in the day-to-day management of the school by being a visible and effective presence and undertaking supervision at lunchtime and break time, and daily bus duty
- To promote high standards of discipline and behaviour by enforcing school rules
- To deal with problems as they emerge during the school day and provide support to members of staff
- Act as Line Manager to departments, as allocated by the Headteacher, and support the Head of Department(s) to effectively lead their team
- To contribute to the recruitment, induction and professional development of the school's workforce to achieve the school's vision and goals, taking part in interview panels when required
- Contribute to the School Development Plan and the Self Evaluation process on an annual basis
- To attend Full Governing Body meetings and committees as required
- Update, and present to the Governing Body, any policies in designated areas of responsibility
- Carry out supervisory duties as specified by the annual Duty Rota
- Review own practice, setting personal targets, participating in continuing professional development and engage in professional learning relevant to this post

Equality, diversity and inclusion:

Ensure high standards in equality, diversity and inclusion practice in the conduct of the school and in all school policies and procedures.

Other duties:

- This is not a complete statement of all duties and responsibilities of this post. The post-holder will undertake such other duties as the CEO, LGB or Trust may, from time to time determine in consultation with the post-holder to ensure the continued existence, viability and progress of the school
- The post-holder will adopt flexible working methods to meet the changing needs of the school
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions