



Education South West: Teign School

Job Description

Deputy Headteacher

Grade	L18 to L22
Responsible to	Headteacher
Responsible for	Dependent on candidate experience and skills
Hours of work	As outlined in the current School Teachers' Pay and Conditions Document
Revision	April 2024

Main Purpose of the Post

To provide professional Leadership and Management of the School that will promote a secure foundation from which to achieve high standards in all areas of the School's work.

To achieve success, the Deputy Headteacher will work with the SLT, Headteacher, Directors, Governing Body and other key stakeholders to:

- Deliver the school's vision, provide leadership and direction
- Demonstrate outstanding leadership
- Promote excellence, equality and high expectations of all students
- Effectively and efficiently manage resources to achieve the School's aims
- Drive School performance and deliver continuous improvement.
- Carry out day-to-day management, organization and administration
- Engage and encourage the commitment of the wider community so we are the first choice for local families.
- Create a safe, compelling and progressive learning environment that leads to students who are ready, confident and enthusiastic about their education and school.

Duties and Responsibilities

- To Deputise for the Headteacher where required
- To work alongside the Headteacher, Governors and Trust Leaders to develop the strategic vision and improvement goals for the school
- To undertake the strategic role of Designated Safeguarding Lead and manage a large Safeguarding Team of Level 3 qualified colleagues.
- To take a leading role alongside the Headteacher as part of the Senior Leadership Team and lead the school, with enthusiasm, ambition and confidence
- To represent the SLT to all stakeholders
- Demonstrate personal enthusiasm for, and commitment to, embracing the love of learning and education
- Promote exceptional attitudes and behaviours regarding safeguarding, welfare and safety
- To embody, promote and embed the values of the Rights Respecting School's philosophy
- Develop, implement and evaluate policies, procedures and practices that drive improvement and raise standards
- Provide the professional challenge to staff to support continued reflection and striving to improve practice
- Work collaboratively with staff within the SLT, across the school, the trust and wider region
- Access, analyse and interpret information, and use it effectively
- Initiate and support evidence based research
- Acknowledge excellence and challenge development areas for the school
- To build a strong, cohesive staff team that are able to consistently implement the school's policies, particularly around practice that supports SEN students within the class room
- Promote the school's ethos where continual professional development is an integral part of our practice and lead CPD where appropriate
- Challenge, influence and motivate others to attain high goals
- Work with other members of the SLT to tackle underperforming groups of students so their progress is at least in line with national expectations
- To attend meetings of the Leadership Team when required
- To attend meetings and report to the Governing Body as required
- Contribute effectively to the school improvement plan and self evaluation
- To play a leading role in the successful implementation of change strategies
- To chair meetings of staff and to lead working parties as the need arises
- Participate fully in staff development and staff performance management and to lead where necessary
- Play a central part in the school's quality assurance and monitoring processes
- To provide statistical information about the School to the Headteacher for internal purposes or, when required, by external agencies
- Liaise with external agencies as required
- Participate in and lead assemblies as and when required
- Help promote, support and sustain excellent relationships with the local community
- Line manage designated staff as required
- Fulfil a teaching and mentoring requirement as required
- To carry out the duties of a teacher as detailed in the School Teachers' Pay and Conditions Document.

Expectations

1. As appropriate to the postholder's duties must be carried out in compliance with the following:
 - To work at all times within Code of Conduct of the Safeguarding Policy Trust
 - Equality Scheme
 - Information Security Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly to meet the outcomes of the school
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.

Signed

Headteacher

Signed

Postholder

Date

Date