

THE CHERWELL SCHOOL
Opportunity, Responsibility, Excellence

Deputy Headteacher

Job Description

<u>Responsible to:</u>	Headteacher
<u>Responsible for:</u>	3 Assistant Headteachers (as appropriate) and relevant key support staff
<u>Working Time:</u>	Additional 34 ppf Leadership & Management time (8/50 period per fortnight of teaching)
<u>Salary Range:</u>	Leadership Scale (20 – 24)

Job Purpose:

The Deputy Headteacher works closely with the Headteacher and fellow Deputy Headteacher to provide professional leadership for the school. This is in order to secure the school's continuing success and improvement and thereby ensure the best possible learning, experience and outcomes for students. The key areas of the post are:

- To promote the ethos of the school, as a Centre of Opportunity, Responsibility and Excellence, recognising the richness and diversity of its members
- To deputise for the Headteacher
- To work closely with the fellow Deputy Headteacher to provide effective day to day management of North & South Sites

The main additional specific responsibilities for the Deputy Headteacher will take into account the skills and experiences of the successful applicant, the needs of the school and the wider balance within the existing Senior Leadership Team. Those additional responsibilities will be drawn from the following;

School culture and personal development

Under the direction of the headteacher, the deputy headteacher will:

- Create a culture where students experience a positive and enriching school life
- Uphold the highest educational standards in order to prepare students from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage the highest standards from students, built on rules, mutual respect and routines that are understood by staff and students and clearly modelled by all adults in the school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour for learning policy

Teaching, curriculum and assessment

Under the direction of the headteacher, the deputy headteacher will:

- Ensure the teaching of a highly planned and sequenced curriculum
- Develop and sustain high-quality teaching across all subjects and phases
- Ensure teaching is underpinned by subject pedagogy, knowledge and expertise
- Ensure the use of different types of assessment to inform strategy and decisions
- Develop curriculum leadership, including faculty and subject leaders with relevant expertise and access to professional networks and communities

Site Management

Under the direction of the headteacher, the deputy headteacher will:

- Lead the day to day management of North and South Site, working with their fellow Deputy Headteacher
- Monitor day to day standards of the delivery of the curriculum, teaching and learning
- Monitor behaviour and implement the school's behaviour for learning strategies
- Maintain the sites as attractive, well-ordered and purposeful places to learn
- Be a lead contact for serious incidents and emergencies

Additional and special educational needs (SEN) and disabilities

Under the direction of the headteacher, the deputy headteacher will:

- Promote practices and a culture that enables all pupils to access a broad and balanced curriculum
- Have ambitious expectations for all students with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

Organisational management and school improvement

Under the direction of the headteacher, the deputy headteacher will:

- Develop and sustain the school's ethos and strategic direction together with the governing body and through consultation with the school community
- Develop and oversee systems, processes and policies so the school can operate effectively
- Ensure staff have access to appropriate, high quality professional development opportunities
- Ensure staff and students' safety and wellbeing through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to wellbeing and workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Generic Senior Leadership roles

- Overall standards, Quality Assurance and Self-Evaluation mechanisms
- Student Discipline & Behaviour
- Raising Student Achievement & Attainment
- Working with Governors (specifically the Full Governing Body, and relevant Sub-Committees)
- SLT contributions to the Self Evaluation, Development Planning and associated Action Plans
- SLT involvement with appraisal and professional learning
- Assembly Presentations
- Keeping up to date with developments in education
- Seeking training and continuing professional development to meet needs
- SLT involvement with Parent Consultation and Information Evenings, Events and Extra-curricular Activities
- Fostering positive relationships across the school community
- Assisting in the maintenance and development of effective communications across the school
- Participating in the recruitment, induction and development of teaching and support staff
- Seeking to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community

General Duties:

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training
- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, specifically for the year 2020/21, or any subsequent legislation

Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

June 2021