



SOUTH ORPINGTON LEARNING ALLIANCE

JOB DESCRIPTION

DEPUTY HEADTEACHER

Summary of the Post

The Deputy Headteacher will provide both strategic and operational support to the Headteacher. They will play a key role in setting the strategic direction of the school, formulating and implementing school policies, leading and managing staff and monitoring standards across the school in order to secure the highest quality of provision for the pupils in line with the school's vision statement. The Deputy Headteacher will also assist with the day to day management and running of the school, both by assisting with shared responsibilities and also by leading in particular areas. The post holder will deputise for the Headteacher in their absence.

Pay

The recommended range for the role is a span of four points on the Trust's Leadership Spine relating to the size of the school, and in accordance with the Trust's Leadership Structure (ISR L10 - L14)..

Line of responsibility

The Deputy Headteacher is directly responsible to the Headteacher, and is an employee of the SOLA Multi-Academy Trust.

Line management

The post holder will be responsible for the direct management of specified teams of staff, as directed by the Headteacher.

JOB CONTENT

The following aspects of the post are in addition to the duties and responsibilities set out in the school's job description for a class teacher, as well as those described in the School Teachers Pay and Conditions Document

For SOLA

To work with other school leaders within SOLA to support the implementation of the Trust's School Improvement Strategy.

Identified Leadership and Improvement Roles

The Deputy Headteacher will carry out specific Leadership and School Improvement roles, which could include some of the following, dependent on the needs of the school:

- Lead and manage Assessment throughout the school
- Act as Pupil Premium Champion
- Act as Lead Behaviour Professional and support the Headteacher in the management of behaviour across the school
- Monitor Bullying in all its forms
- Coordinate and Monitor standards and improvement in a core subject

- Oversee the whole school curriculum
- Contribute to the writing and monitoring of specified aspects of the School Improvement Plan
- Line manage the non-inclusion based Teaching Assistants
- Line manage the Lunchtime Supervision team
- Manage the appraisal process for identified staff
- Manage Continuous Professional Development arrangements
- To lead the induction of new teachers (not ECTs).

Shaping the Future

1. To work alongside other school leaders to establish a clear, shared vision for the future of the school.
2. To work alongside other school leaders to establish and exemplify a common set of values that underpins school life.
3. To shape and promote a culture and ethos underpinned by supportive positivity where every individual is valued and is encouraged to add value.

School Evaluation and Improvement

4. To support the Headteacher in effectively evaluating the quality of the school's provision and performance against identified criteria e.g. Ofsted evaluation schedule, attainment targets.
5. To analyse school data in order to evaluate school performance.
6. To identify improvement priorities based on evidence gathered through school evaluation processes.
7. To contribute towards the development, implementation and monitoring of an annual School Improvement Plan which reflects current improvement priorities.
8. To support the Headteacher in setting appropriate whole school targets.
9. To support school leaders in setting and evaluating progress against pupil progress targets.

Leading Teaching and Learning

10. To inspire, motivate, challenge and support all teaching colleagues in order to secure ongoing improvement.
11. To take on the role of leading practitioner, being a model of excellence in terms of classroom provision.
12. To maintain high expectations of others underpinned by a desire for excellence in every classroom.
13. To monitor and evaluate the quality of teaching, learning and achievement in line with school policy and practices.
14. To support improvement by providing effective feedback in order to raise standards of provision.
15. To keep abreast of current best practice in teaching and learning and ensure that this is reflected in own practice, feedback and development opportunities.
16. To contribute to the school's culture of learning.

Developing Capacity

17. To promote links between school improvement priorities and individual improvement/development in order to establish a professional learning community.
18. To demonstrate a clear commitment to individual professional development including oneself
19. To identify and develop potential within the existing staff and amongst potential members of staff.
20. To support the recruitment of excellent members of staff who strengthen overall provision.
21. To act as a team leader for staff appraisal.
22. To support and promote the development of collaborative approaches to developing capacity both within the school and beyond.

Managing the Organisation

23. To work alongside the Headteacher to review and evaluate provision in line with the school's aims/core purpose.
24. To work alongside the Headteacher to ensure that different teams across the school function effectively.
25. To work with the Headteacher to ensure that the school and its resources (human and physical) are organised and managed so as to provide an efficient, effective and safe learning environment.
26. To work with the Governing Body, providing information and support as appropriate to enable it to meet its responsibilities.
27. To review the deployment of resources to ensure value for money in terms of the outcomes for pupils.

Community Cohesion

28. To develop an effective understanding of the school community and its context.
29. To build effective, positive relationships with all stakeholders including pupils, parents, staff and Governors.
30. To report to stakeholders on aspects of school performance as relevant.
31. To build links and opportunities for collaboration across the school's immediate community and beyond.

Additional Duties and Responsibilities

At the discretion of the Headteacher the Deputy Headteacher may be asked to carry out further tasks, such as:

- a. Share the leading of whole school assemblies in accordance with the agreed timetable.
- b. Manage some mid-day breaks with the senior MDS.
- c. Manage staffroom diaries and year overview
- d. Line manage Cover-Supervisors and PPA arrangements
- e. Manage Sickness Absence Cover
- f. Retain an overview of duty routines and rotas including the production staff rotas.

Conditions of employment

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). It may be modified by the Governing Body and/or Head of School to reflect or anticipate changes in the role, commensurate with the salary and job title. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

The post holder is required to support and encourage the school's and trust's ethos and its objectives, policies and procedures as agreed by the Governing Body. The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

All staff participate in the school's appraisal process.