

## Job Description

**Job Title:** Deputy Headteacher  
(Pastoral)

**Responsible to:** Headteacher

**Direct Supervisory Responsibility:** Heads of Year  
Pastoral Teams  
Assistant Headteachers

**Indirect Supervisory Responsibility:** All staff

### Main Duties and Responsibilities

#### Strategic Development and Operational

- Support the Headteacher in developing and communicating a clear strategic vision of how to develop the Academy successfully.
- Inspire, motivate and empower others to carry this vision forward.
- Model the values and vision of the Academy.
- Support the Headteacher in managing the Academy effectively and ensuring successful implementation.
- Work in harmony with the Headteacher, Executive Headteacher, Governors, local schools, other Academies and other partners as appropriate.
- Deputise for the Academy Headteacher when required.
- Work with the Heads of Year and Curriculum Leaders in monitoring student attitudes across learning and the curriculum.
- Developing strategies and systems to improve behaviour and attendance.
- Use data to evaluate the effectiveness of support provision.
- Develop innovative approaches to meeting the needs of all students.
- Lead and manage the development of innovative and outstanding provision across the Academy.

#### Leading and Managing Staff

- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels.
- Maximise the contribution of staff to improve the support and quality of education provided.
- Manage the effective deployment and performance of staff by ensuring their continued professional development.
- Create and maintain good working relationships among all members of the Academy community.

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- Sustain their own motivation and that of staff for whom they are accountable.
- Promote the Academy ethos in which the highest achievements are expected from all members of the Academy community.
- Ensure an effective and developmental Performance Management process.
- Responsibility for line management of named staff as outlined each year by the Headteacher.

### **Efficient and Effective Use of Staff Resources**

- Work with the Headteacher, governors and colleagues to recruit and retain staff of the highest quality.
- Work with colleagues to deploy all staff effectively in order to improve the quality of support.
- Plan, manage and monitor the curriculum within the agreed budget.
- Support the Headteacher in seeking to ensure adequate resources for the Academy.

### **Standards**

- Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes.
- Establish and maintain clear improvement plans, milestones, targets and expectations in relation to standards, quality and achievement.
- Regularly review and quality assure the expectations across the Academy.

### **Accountability**

- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement.
- Support the Headteacher in creating and developing an organisation in which staff recognise that they are accountable for the success of the Academy.
- Ensure that a good information flow is maintained within the Academy.
- Present a coherent and accurate account of the Academy's performance in a form appropriate to a range of audiences.
- Ensure that parents and students are well informed about expectations or well-being and are able to understand how to move forward.
- Develop and encourage good relations between the Academy and the local community.
- Work closely with other schools, locally, nationally and internationally.

### **Enterprise**

- Ensure that an enterprising approach is adopted by all across the Academy.

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### Other General Responsibilities

- To attend staff meetings and Trust-based INSET as required.
- The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
- To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- To undertake any other duties as reasonably required by the Executive Headteacher, Headteacher or Governors, to ensure the efficient and effective operation of the Academy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date of appointment but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

