|  |  |
| --- | --- |
| **Position Title** | **Deputy Head of Upper School/Deputy Head of Lower School** |
| **Employer** | Chulmleigh Academy Trust |
| **Main Location** | Chulmleigh Community College |
| **Reporting to** | Head of Upper School/Head of Lower School |
| **Effective date of JD** | September 2024 |

# OVERALL RESPONSIBILITY

* To deputise for the Head of Upper School/ Lower School

**Leadership**

1. Set a personal example through hard work.
2. Play a role as a middle leader in the development of all aspects of the School.
3. Develop and maintain effective methods of communication with the Executive Headteacher, SLT, other staff, pupils, parents, and directors.
4. Identify and applaud areas of success for pupils and team members.
5. Take year group assemblies as appropriate.
6. Manage an expectation that every vulnerable child takes part in at least one extra curricular activity.
7. Ensure an accurate safeguarding log is kept for each Year Group.

# Behaviour for learning

1. Liaise with all staff and in particular Subject Heads and SLT on conduct matters and take a leading role in promoting good behaviour for learning. Deal with incidents referred by Subject Heads, Tutors or SLT.
2. Discuss incidents with pupils, parents and colleagues and monitor pupils on report.
3. Monitor attendance and punctuality.
4. Monitor Rewards and Sanctions across the year group celebrating achievement individually and at assemblies.
5. Assist colleagues across the School in applying Rewards and Sanctions fairly and consistently.

# Curricular/Team Development

1. Monitor and evaluate the use of tutor time and attend to support tutors where possible.

# Liaison/Communication

Provide helpful and accurate responses to parent/carer enquiries.

# Continuing Professional Development - Personal

Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Executive Headteacher or the incumbent of the post.

April 2024