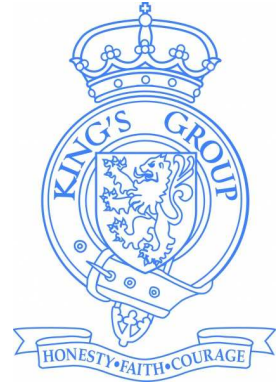


# King's College

## *Saint Michaels*

---



## *Deputy Head*

### *Job Purpose*

- Joint responsibility, with the Headteacher, for the academic progress and pastoral care of all students.
- The post holder will have a particular duty to ensure the school is fully prepared at all times for a successful external inspection and should be ready to substitute effectively in the absence of the Headteacher.

### *Responsible to:*

Headteacher

### *Key Responsibilities and Accountabilities:*

#### **Strategic direction and development**

- Support the vision, ethos and policies of the school, and of King's Group, and promote the highest levels of achievement and attainment.
- Support the evaluation of the effectiveness of the school's policies and developments.
- Be a member of and chair committee meetings as directed by the Headteacher.
- Translate the school's vision into agreed objectives which are reflected in an on-going College Improvement Plan, in line with school planning cycles, and develop appropriate mechanisms for regular monitoring and review.

#### **Leadership**

Support the Headteacher to:

- Develop and maintain a culture of high expectations for self and others.
- Develop and maintain positive working relationships with and between all staff and provide and sustain motivation.

- Develop and maintain effective strategies and procedures for staff recruitment, induction, professional development and performance review which deliver intended and agreed outcomes.
- Provide training opportunities for staff in terms of their leadership and management skills.
- Develop an ethos which ensures regular involvement of staff in school developments and encourages collaboration, innovation and individual and team creativity.

## **Teaching and learning**

Working with the Heads of Department:

- Promote excellence in teaching and learning, ensuring a continuous and consistent school-wide focus on pupil achievement and development in order that each child fulfils his or her full potential.
- Ensure that an appropriate English curriculum is developed, maintained and followed.
- Ensure that progress is monitored through use of performance data, benchmarks and regular self-evaluation.
- Monitor, evaluate and review classroom practice using fit-for-purpose quality assurance methods; celebrate and promote excellence; challenge under-performance at all levels, both in pupils and staff, and ensure appropriate action is taken at an early stage. Promote pertinent, relevant and regular professional development for all staff.
- Ensure that individual pupil progress is regularly assessed, recorded, reported and used to inform future teaching.
- Ensure that pupil support systems are in place and promote and monitor high standards of pupils' conduct (including dress, manners and general behaviour).
- Teach a small number of lessons as needed, and cover for absent colleagues.

## **Management**

- Ensure all school resources are managed strictly within allocated budgets; actively seek opportunities for cost-improvements and ensure that value for money is at the core of all financial activities.
- Ensure an effective programme of staff training .
- Monitor staff absence
- Involvement in the recruitment of staff
- Ensure the school's Performance Management Procedures are carried out fully and continue to meet standards of best practice.
- Oversee the timely distribution of pupil reports.
- Work with the staff and Headteacher to ensure adequate child protection measures and training are in force.
- Promote Health and Safety and ensure compliance with statutory requirements.

**Supporting the work of King's Group**

- Support the Headteacher in ensuring that the school is at all times managed within the overall legal and regulatory framework and that King's Group policies are effectively implemented.
- Develop strong, positive relationships with other King's College colleagues and support other staff in participating collaboratively in King's College work.
- Represent King's College at appropriate forums.
- Undertake any other duties reasonably deemed appropriate to the role by the Headteacher.