

**WOODBRIDGE HIGH SCHOOL**

**DEPUTY HEADTEACHER**

**L24-28**

**INDICATIVE JOB DESCRIPTION**

*This job description is indicative of the scope of the current postholder’s role. The role being advertised will include 1 and 3 below, with other responsibilities to be agreed with the successful candidate.*

**Line Manager: Headteacher**

**Purpose:** To carry out the functions of a teacher at Woodbridge High School in accordance with the stated aims and objectives of the school and the department. These include the following list of duties and responsibilities and any other duties as may reasonably be expected.

* To work with the Headteacher and other members of the Leadership Group to provide excellent leadership and management within Woodbridge High School.
* To be a leading professional in terms of teaching ability, whole school profile and core areas of Leadership, Direction and Line Management
* To carry out the functions of a class teacher at Woodbridge High School in accordance with the stated aims and objectives of the school.
* To depute, when appropriate, for the Headteacher in the discharge of his / her duties.
* To carry out responsibilities in conjunction with the range of duties and responsibilities as set out in Parts X and XII of the School Teachers’ Pay and Conditions

It is the expectation within the Leadership Group that colleagues will wish to broaden and develop their areas of expertise and experience. Accordingly, you will have the opportunities to lead on to other areas in due course.

**Core areas of Leadership, Direction and Line Management Compliance:**

1. Responsibility for the School Curriculum:
   1. Oversee the school’s curriculum, including overall design, structure, implementation and monitoring
   2. Ensure that the curriculum in place meets the needs of the students and of the school, including that it enables students to progress to the next stage in their education
   3. Ensure that Heads of Department select relevant courses that will meet students’ needs and enable them to succeed, and that these are reviewed regularly
   4. Ensure that departments construct schemes of learning that meet the needs of the National Curriculum and examination specifications, including ensuring that requirements for non-examination assessment are in palace
   5. Review the curriculum regularly, including the weighting given to different aspects of the curriculum, to ensure that the most effective use is being made of resources available
   6. Communicate with students, parents, carers and other stakeholders over the structure of the curriculum and the detail of individual subject areas, including how these fit together to promote wider areas such as literacy, numeracy and SMSC
   7. Ensure that the curriculum meets statutory requirements, particularly including those for SRE and safeguarding
   8. Maintain a detailed analysis of the curriculum structure and how the staffing available enables this to be met, advising the Headteacher on recruitment needs as appropriate
   9. Ensure that the curriculum is inclusive and appropriate for a comprehensive school
2. Responsibility for School Self Review Systems:
   1. Design and implement systems that enable middle leaders and Leadership Group to identify areas of underachievement or development need and intervene as necessary
   2. Ensure middle leaders have direction on the self review activities and reporting they are expected to carry out
   3. Maintain appropriate records of school self review activities and intervention
   4. Ensure that the data team provides middle leaders with appropriate student progress data for analysis and that this data is structured in a way that enables middle leaders to identify underachievement
   5. Ensure programmes for the monitoring of the quality of teaching across the school (including lesson observations and learning walks) enable the school to gather appropriate information and also provide professional development opportunities as needed
3. Responsibility for Timetabling and Guided Choices
   1. Construct and maintain the school timetable
   2. Implement systems for student guided choices, including presentation to relevant audiences, communication with parents, use of student data to ensure appropriate guidance, and construction of resulting timetable structures
   3. Maintain analysis of staffing and timetable requirements as a result of changes to guided choices structures or staffing and advise the Headteacher on staff recruitment needs
   4. Report to relevant audiences regarding timetabling, guided choices and impact
4. Oversight of School Support Staff Structures:
   1. Oversee the school’s support staff, including staffing needs and advising the Headteacher on appointments to be made
   2. Manage demands on the support staff to ensure the most effective deployment in the interests of student outcomes
   3. Report to relevant audiences on support staff structures
5. Responsibility for Communication, Calendar and Daily / Weekly Diary:
   1. Construct and maintain the school calendar
   2. Construct the daily briefing to staff
   3. Plan and construct daily staff duty rotas to ensure effective deployment of available staff
   4. Monitor cover demands on a weekly basis and ensure cover available as necessary, liaising with appropriate staff
   5. Liaise with agencies to ensure appropriate cover in place for teaching staff on a short-term and long-term basis
   6. Oversee daily cover systems and ensure the most effective deployment of cover staff
   7. Act as Educational Visits Co-ordinator and ensure appropriate systems in place for safeguarding educational visits
   8. Oversee digital communications with relevant stakeholders, including the school’s website and social media sites
6. School Development Planning
   1. Work with the Headteacher and the Deputy Headteacher (Standards and Achievement) to plan for the ongoing improvement and development of the school
   2. Report to internal and external audiences as necessary on the progress of the school towards development target
7. Pastoral Support for Key Stage 3
   1. Work with the Assistant Headteacher for KS3 to provide pastoral support and oversight as necessary
   2. Oversee individual student pastoral casework in KS3, particularly with regards to Pastoral Support Plans
8. Line management
9. The English, Media, Design Technology and Health and Social Care departments, including regular link meetings, quality assurance of departmental systems and structures, budgetary oversight, monitoring of teaching and learning, appraisal of the heads of department.
10. The Office Manager and Administration Team
11. Attendance and chairing of meetings:
    1. Chair / lead Middle Leaders’ meetings
    2. Attend Leadership Group, Raising Standards Strategy, KS3 Pastoral Strategy meetings, reporting as necessary
    3. Attend Governors Standards and Curriculum, Personnel and Finance and General Purposes committee meetings, reporting as necessary

**Generic Leadership Group Duties and Responsibilities**

1. Input to Leadership Group regarding the strategic direction of the school, including involvement in school development planning and implementation at all levels
2. Participate in the school’s appraisal practices as appropriate, including line management as set out above
3. Work with Leadership Group in the preparation of bids or *ad hoc* projects requiring input from all of the Leadership Group
4. Attend Governing Body meetings as appropriate in addition to those set out above
5. Ensure high standards of behaviour across the school, including following up any incident encountered as necessary with the relevant student, parent, form tutor and year co-ordinator
6. Be prepared to take over the responsibilities of another Deputy Headteacher or Assistant Headteacher if the need arises.
7. Carry out the duties defined in the Teacher’s Core Job Description.
8. Carry out any other responsibilities as reasonably requested by the Headteacher.

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.