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| **Job Description****DEPUTY HEAD** ***The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*** |

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| **Summary of the role** |
| There are two Deputy Heads at St. Anthony’s School who share responsibility for the quality of teaching and learning and the pastoral welfare of the boys in the Senior House.  |

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| **Line management** |
| The Deputy Heads are accountable to the Headmaster and are members of the SLT, comprising the Headmaster, Head of Junior House and the Bursar. The Deputy Heads will, where necessary, deputise for the Headmaster in his absence. |

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| **Particular requirements of the role** |
| * Act as the Designated Safeguarding Lead in the Senior House;
* Produce and develop the whole-school timetable;
* Oversee the provision of School Mass (Senior, Catholic Deputy);
* Teach as agreed with the Headmaster, and according to subject specialisms.
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| **Main duties and responsibilities** |
| There are two Deputy Heads whose roles encompass both academic and pastoral duties, as outlined below:**ACADEMIC*** Inspire high personal standards of work, teaching and professional conduct throughout the school;
* Oversee the academic policy of the school and its implementation;
* Line manage Senior Teachers, HODS, Subject Co-ordinators and Teachers;
* Produce, where necessary, curricular documentation for parents and pupils;
* Collate and prepare school transfer information;
* Record and monitor the school’s development plan;
* Assist in the marketing of the school, including relations with feeder schools and the organisation of visits for prospective parents;
* Assist in the recruitment and selection of staff, specifically through the drawing up of job descriptions and advertisements;
* Oversee, with the Headmaster and SLT, appraisal of staff;
* Co-ordinate and monitor the development and effective implementation of the key school policies;
* Co-ordinate and monitor continuity and progression in teaching and learning throughout the school;
* Co-ordinate and monitor effective planning, assessment and record-keeping procedures throughout the school;
* Oversee the delivery and quality of reports, including proof-reading, and manage the delivery of pupil academic reports to Senior House parents;
* Complete the various census documents;
* Assist with production of the school’s Annual Progress and Achievement Report;
* Assist with production of the termly school Calendar;
* Manage internal and external exams and tests including Common Entrance and scholarship exams, the ISEB Pre-test, CAT4 and MidYIS, in consultation with the Head of Computing;
* Manage, monitor and moderate data on pupils’ academic progress; assist staff in the interpretation of data derived from external tests;
* Manage compliance and on-going readiness for inspection;
* Meet with individual parents as necessary to discuss and resolve matters of concern and keep records of meetings;
* Chair the Weekly Logistics Meeting;
* Lead the provision of after-school Staff Meetings and Departmental Meetings and keep records of meetings;
* Prepare and deliver relevant and interesting assemblies;
* In consultation with the Head of Computing, manage the annual IT bidding process;
* Contribute to the school’s website and manage the FROG virtual learning platform;
* Oversee the use of the academic modules of SIMS throughout the school;
* Assist the Headmaster in planning the training needs of the whole school;
* Manage the INSET and CPD programme & budget, of the school;
* Attend relevant Alpha Plus training;
* Oversee the implementation of NQT Induction;

**PASTORAL*** Take a full role in planning, policy-making and decision-making as part of the leadership team;
* Oversee provision of pastoral care to all Senior House children. Manage the monitoring and recording of their progress;
* Liaise with the Head of Junior House on issues of pastoral care and child protection;
* Play the major role in the Senior House in the maintenance of the school’s behaviour policy giving maximum support to form teachers in their role;
* Monitor the school’s Health and Safety policy in the Senior House;
* Produce weekly and daily planners, arrange cover and deploy staff appropriately;
* Lead Staff Briefings;
* Manage and attend all Senior House activities that involve parents, including Parents’ Evenings;
* Plan and organise extra-curricular activities in the Senior House;
* Act as Educational Visits Co-ordinator in the Senior House;
* Assist with the preparation and publication of the School Magazine;
* Book and manage supply teachers in the Senior House;
* Undertake any other such duties as the Headmaster may, from time to time, reasonably require.
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Updated February 2016