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| Postholder | Senior Deputy Head |
| Line Manager: | Head of School |
| Responsible for: | Assistant Head – Community  Assistant Head – Wide Horizons  Assistant Head- Proud Traditions  Senior Child Protection Officer  Progress Boards |
| Payscale: | L18-22 |
| Main Purpose: | To actively contribute to the fulfillment of the Stantonbury International School vision through the development of High Achievement, Wide Horizons and Proud Traditions. |

**Main Responsibilities**

* Establish a values based school ethos leading to a culture of learning and high aspirations
* Create a culture of excellence that permeates through all that we do e.g. high standards and expectations of all
* Create a culture of safeguarding excellence across school
* To be a visible presence around the school and deputise for the Head in her absence
* Be the school’s Designated Safeguarding Lead or line manage the DSL (AH)
* Oversee the work of the school’s Child Protection Officers
* Maintain an accurate Single Central Record
* Implement a cohesive behaviour management strategy that will significantly impact on learner outcomes, reduce fixed term exclusions and senior staff ‘on calls’
* Establish a clear strategy for wider student support under an umbrella of services that ensure effective support for students’ health and wellbeing
* Ensure effective curricular provision for British Values and SMSC inc. PSHEE
* Evaluate the impact of in-school alternative provision on student progress
* Oversee exclusion processes and managed moves
* The quality of tutorial provision
* Track the achievement of vulnerable students
* Lead Student Progress meetings

**Ethos and Values**

* To act as an ambassador in promoting and celebrating the work and achievements of the School and Griffin Schools Trust
* To ensure the vision for the School is clearly articulated, shared, understood and acted upon effectively by all
* To set high expectations for students and staff, a commitment to professional learning and continuous improvement
* To model principles of Proud Traditions, Wide Horizons and High Achievement in everyday work and practice
* Embed the values of the school within the curriculum and wider provision

**Leadership and Management**

The postholder will:

* Be responsible for and keeping up-to-date the school self-evaluation on the agreed summary section of judged against Ofsted inspection criteria and provide reports to GST as required
* Deputise for the Head as and when required
* Attend a range of external meetings as required e.g. MK panel, Forum etc
* Contribute to and where appropriate, lead action on, the school monitoring and evaluation programme, including faculty/themed reviews
* Attend Governing Body meetings, Progress Boards and Raising Achievement meetings and lead on relevant items
* Lead assemblies/staff presentations/training and relevant input at information evenings as required
* Lead on aspects of development of the annual Raising Attainment Plan (RAP), the Strategic Development Plan (SDP) and Leadership Matrix as required
* Other responsibilities to be agreed.

**Policy**

Implement, monitor, review and recommend annual changes to school Teaching and Learning policies

**School Leadership**

As part of the Senior Leadership Team (SLT):

* To contribute to development of the school Raising Attainment Plan (RAP) and strategic development planning
* To develop the strategic vision and direction of the School which is based upon a detailed understanding of the needs and relevant external influences
* Lead and oversee the development and implementation of new projects and initiatives as agreed
* Embed the Stantonbury Evaluation Cycle to improve teaching and learning within faculties
* Build middle and senior leadership capacity and skills to accelerate the journey to Griffin Great
* Accelerate the impact of attendance strategy to secure an overall attendance rate of 95% and above and Improve punctuality statistics
* Ensure that what happens in the classroom encourages students to attend
* To participate in and, as required, lead on aspects of monitoring and evaluation and support the day-to-day running of the School
* Deputise for the Head as and when required
* To contribute to ‘horizon scanning’ for best practice
* Liaise effectively with all stakeholders, including parents/carers, feeder schools, secondary schools, business and community partners in line with strategic objectives
* Playing an active role in raising the hopes, aspirations and ambitions of our students, their families and carers and the local community.
* Contribute to support programmes for students and staff that may, on occasion include weekend and holiday periods.
* Communicating the strategic vision effectively with all stakeholders so that there is a clear understanding of high expectations, aspirations and ambitions for all.
* As a senior subject teacher, the postholder is expected to set high standards for classroom environment and practice and meet relevant parts of the classroom teacher job description
* Have a teaching commitment in line with Senior Deputy Head status
* Any other reasonable duties as requested by the Head.

**General Accountabilities**

So far as is reasonably practicable, the postholder must:

* Give safeguarding and safety the highest priority: ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible, in order to maintain a safe working environment for employees and service users. These are defined in the School Health & Safety Policy, departmental polices and codes of practice.
* Work in compliance with the Codes of Conduct, regulations and policies of the School and its commitments to equal opportunities.
* Ensure that output and quality of work is of a high standard and complies with current legislation/standard

Signed…………………………………………….Dated…………………………………….