**JOB DESCRIPTION**

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | Deputy Headteacher |
| **Reporting to** | Headteacher |
| **Core Purpose** | To work with the Headteacher, acting in his/her capacity as appropriate, in the overall management, guidance and supervision of the school to provide a high quality education for all students.  The functions and specific responsibilities below are to be undertaken in conjunction with the duties of a deputy headteacher as defined in the Teachers’ Pay and Conditions Document.  ***The key individual responsibilities will depend upon the strengths of the successful candidate and the specific priorities identified each year by the Headteacher, in line with the school’s strategic priorities. The remainder of this job description outlines the responsibilities of all members of the Senior Leadership Team*** |
| **Key Tasks and Accountabilities** | 1. **Achievement and Standards**  * Demonstrate high expectations and set challenging objectives for students’ performance * Ensure a consistent and continuous focus on student achievement, using data to track and monitor the progress of every student’s learning * Challenge underperformance and support middle leaders in raising achievement * Use national, local and school data effectively to analyse and evaluate student progress * Plan and implement effective interventions to support students * Continuously monitor and evaluate the effectiveness of provision across the school * Make explicit and constantly reinforce to students, parents, teachers and wider community the school’s high expectations that all students can succeed      1. **Quality of Teaching**  * Ensure all teaching in the school is highly effective and that students are engaged in outstanding learning experiences every day * Secure and sustain effective teaching through structured monitoring, evaluation and review, including the analysis of performance data, observation of teaching, learning walks, work scrutiny and student interviews * Demonstrate the knowledge and understanding of pedagogical practices that best inspire all learners to achieve well * Contribute to the development of teaching and learning by leading and supporting professional learning programmes, coaching and mentoring of teachers * Contribute to the development of the curriculum to best reflect the needs of all students * Seek opportunities to collaborate with other schools and other relevant networks to share and develop excellent pedagogical practice * Take a strategic role in the development of new and emergent technologies to enhance and extend the learning experience of students. * Implement strategies that ensure high standards of behaviour. * Promote extra-curricular activities and out of hours learning which enhance learning opportunities. * Teach high quality lessons, with a timetable in line with that which the headteacher determines to be a suitable timetable for a deputy headteacher.  1. **Leadership and Management**  * Deputise for the Headteacher in his/her absence * Lead by example and be a role model for all stakeholders in the school * Effectively manage an agenda of continual improvement to raise standards in all areas of school life * Take the strategic lead for specified areas of improvement and development and make a significant contribution to the strategic development of all areas of the school, whether or not holding a direct responsibility for the strategic feature * Contribute to the development and review of the School Improvement Plan, Self-Evaluation Form and related documentation * Line manage designated members of staff to ensure they work effectively to raise student achievement and attainment across the school and provide effective support, guidance, challenge and information for all staff within designated areas of responsibility * Maintain clear expectations, high standards of professionalism and collaboration to meet the school’s improvement and development priorities * Assist in the appointment of staff and their deployment to make most effective use of their skills, expertise and experience in order to raise standards of achievement across the school * Ensure that all staff members have a clear understanding of their roles and responsibilities. * Use appropriate resources, in consultation with the Headteacher, for effective, efficient and safe teaching and learning across the school – including, for example; accommodation, agreed budgets, staff, time, courses, development opportunities and ICT resources. * Liaise effectively with all stakeholders, including parents, students, feeder schools, partner secondary schools, business and community partners and the wider community, as appropriate to designated strategic responsibilities. * Network with other institutions in order to learn more about the ways that they are effecting change and transformation. * Ensure the school is compliant with national and local legal and policy requirements.  1. **Personal Development and Well-being**  * Treat all members of the school community fairly, equitably and with respect to create and maintain the ethos of the school. * Create and promote positive strategies for developing equal opportunities regardless of race, religion or disabilities * Recognise and reward students who are making good progress and identify underachievement, putting in place appropriate support to help them overcome their barriers to learning. * Support extra-curricular opportunities * Support the school in the delivery of the inclusivity and ‘diminishing differences’ agenda * Ensure the safeguarding of all students through the implementation of effective policies and procedures. * Ensure a safe working and learning environment through application of appropriate risk assessment and adherence to current Health & Safety regulations.  1. **Professional Development**  * Keep up-to-date with current research and practice in terms of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising students’ achievement * Lead professional development activities, as appropriate, to update and develop the skills of colleagues. * Provide regular coaching and mentoring for less experienced colleagues. * Participate in appraisal processes in accordance with school policy. |
| **All employees have the responsibility to:**   * Ensure any documentation produced is to a high standard * Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person * Participate in training and other learning activities as required * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * To promote the area of responsibility within the school and beyond * To represent the school at events as appropriate * To support and promote the school ethos * To undertake any other duties and responsibilities as required that are covered by the general scope of the post. | |

**REVIEW ARRANGEMENTS**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.