

## Job Description – Deputy Head

**Responsible to:** The Headmaster

**Purpose:** To provide leadership in the management of the school and pupils' pastoral care and to carry out other such duties as are reasonably assigned by the Headmaster

**Relationships:** The post holder is responsible to the Headmaster in all matters and works in partnership with the Headmaster and the Senior Leadership and Management Team. The post holder will interact on a professional level with colleagues and seek to establish and maintain productive relationships in order to promote mutual understanding of the pupils' needs and the development of the school.

The post holder will be an active participant in forming, building and maintaining positive professional relationships with parents and other key stakeholders.

### Key Tasks and Responsibilities

#### Leadership

- Assume the responsibilities of the Headmaster during his absence from the premises.
- Serve as a "critical friend" to the Headmaster and at all times demonstrate high standards of personal integrity, loyalty, discretion and professionalism, in publicly supporting all decisions of the Headmaster and Wrekin Old Hall Trust.
- Be innovative and supportive at SLT level in the strategic planning and development of the school.
- Support the Headmaster in promoting the aims and objectives of the school and ensure that all members of staff are aware of any changes that may be made.
- Under the overall direction of the Headmaster, play a lead role in formulating the aims and objectives of the School and the establishment/implementation of policies through which they are to be achieved.
- Under the overall direction of the Headmaster, lead on the collation and updating of compliance documentation for inspection and keep abreast of new legislation affecting the independent sector.
- Lead weekly staff briefings and those meetings which may occasionally arise to ensure dissemination of sensitive information or information which assists the smooth and efficient running of the School.
- Maintain high standards of professional appearance and personal conduct.
- Attend Governors' meetings and events as required, by invitation.
- Coordinate and supervise meetings of the School Council with Head of English.
- Be entitled to refer any matter to the Headmaster.

## Management

- Be responsible for the deployment of all staff on a day-to-day basis, including provision of cover for absent staff in lessons and extra-curricular activities in both Upper and Lower School.
- Facilitate the release of all staff for training and professional development.
- Be responsible for a rota of Upper School staff supervision duties and oversee its effectiveness, in addition to liaising with the Head of Lower School in relation to the supervision of Lower School pupils.
- Coordinate 'Readover' – the end of term celebration assembly of pupils' achievement and review of the term. Lead the logistics and organisation of the Annual Celebration Day and maintain the 'School Record'.
- Be responsible for the coordination of assemblies.
- Coordinate school trips and visits by outside speakers, ensuring that the details of organisation are sufficient in terms of aptness, safety precautions and insurance cover.
- Ensure that school policy is carried out effectively.
- Share responsibility with the SLT for assessment, recording and reporting to parents.
- Share responsibility with the Headmaster and Asst Head Pastoral for the maintenance of discipline throughout the School.
- Share responsibility with the Headmaster and SLMT for the organisation of Open-Days and marketing events.
- Assist the Headmaster in marketing/promotion of the school and in showing prospective parents around.
- To assist the Headmaster in Staff-Appraisal.
- To assist the Headmaster in recruiting and interviewing new staff.
- To share in the taking and circulation of SLT meeting minutes.
- Be entitled to refer any matter to the Headmaster.
- Coordination of Year 6 pupils' positions of responsibility.

## Teaching

- Demonstrate outstanding ability in the classroom and serve as a role model in classroom management.
- Teach an approximate 40% timetable in relevant areas of the curriculum and accept responsibility in one or more of them as required.
- Assume form teacher responsibility duties in the sudden absence of colleagues until such time as cover is established.
- Be entitled to refer any matter to the Headmaster.

#### **Performance indicators:**

##### **I Deputising for and assisting the Headmaster**

Standards of performance are achieved when:

- a) In the Headmaster's absence:
  - The school is seen to run safely and with minimum disruption.
  - Day-to-day issues are handled with care and sensitivity.
  - Any major problems are held for referral to the Headmaster.
- b) Teacher Appraisal is carried out effectively and advice given on Personal & Professional Development to staff.
- c) New members of staff are properly inducted and supported, including appropriate safeguarding training.
- d) With the Headmaster, ensure all staff are motivated, supported, challenged and developed to secure continual improvement including his/her own professional development.
- e) A consistent approach to standards of behavior is upheld.
- f) Pupils, parents and staff are aware of their responsibility in line with the regulatory requirements.
- g) An effective code of conduct is in place and understood and observed by pupils.

##### **2 As a member of the Senior Leadership and Management Team**

Standards of performance are achieved when:

- a) Meetings are attended, minuted and chaired as and when required.

- b) A positive and constructive approach is adopted towards the work of leadership and management.
- c) Management decisions are supported, upheld, communicated and implemented throughout the school.
- d) As required, has participated in the selection and appointment of teaching and support staff, including collaboration with the Asst Head Pastoral in overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headmaster.
- e) Has been an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- f) Assemblies are delivered covering aspects of associated pastoral care and helping pupils to understand British Values.

### **3 As a teacher**

Standards of performance are met when effective preparation, lesson planning and teaching of assigned pupils is carried out, with the aim of ensuring the achievement of appropriate individual progress.

'Teaching Standards' guidance should be followed in relation to both (a) Teaching and (b) Personal and Professional Conduct.

### **General Requirements of an SLT member:**

1. To take responsibility for the running of the School in the absence of the Headmaster.
2. To Chair SLMT meetings and staff meetings as required.
3. To support the vision, ethos and policies of the school and promote high levels of learning.
4. To support the creation and implementation of the school's strategic plan.
5. To support the evaluation of the effectiveness of the school's policies and development.
6. To be visibly present and fully involved in the smooth running of the school.
7. To set a good example in terms of dress, punctuality and attendance.
8. To attend and support school and pupil events and performances wherever possible.