



Newlands Girls' School – Job Description for the post of: Deputy Headteacher

The purpose of the post:	The Deputy Headteacher is a member of the Senior Leadership Team. S/he will assist in developing the school's overall effectiveness.
The post holder reports to:	Headteacher
Staff line-managed	Assistant Headteachers and other members of staff as directed by the Headteacher
General responsibilities	<ul style="list-style-type: none"> • To deputise for the Headteacher in the event of her absence • To contribute to the overall leadership and management of the school and be proactive in supporting an ethos that recognises and celebrates success whilst maintaining good order • Attend meetings and school functions • Be a positive role model and high profile member of the community • Undertake on-going personal and professional development • Promote the core values and aims of the Newlands' Mission Statement at all times • Assist in the day-to-day running of the school, overseeing the learning and behaviour of the pupils and ensuring the enforcement of the Golden Rules • Take part in the self-evaluation of the school • Assist in the appointment of new staff • Give regular assemblies • Attend Governors' meetings • Assist in the successful financial management of the school • Undertake such other duties as the Headteacher may reasonably require
Post specific responsibilities:	<ul style="list-style-type: none"> • To be confirmed based on the strengths of the successful candidate

These responsibilities will be regularly reviewed.