**Deputy Head – The Grange School**

**Job Purpose**

To be a leader whose passion is to create the best possible educational opportunities for young people at the school, in order to raise aspirations and transform lives.

Advising and deputising for the headteacher whenever necessary.

Contributing to the sharing of best practice in developing highly effective pedagogy in collaboration with other schools in the Trust.

Assisting the headteacher in providing high quality leadership and management including:

* Inspiring children, staff, governors and all involved with the school and the community it serves.
* Providing strategic direction for the school, including its vision and values, through the identification of its key priorities.
* To provide motivational and inspirational leadership at all levels of the organisation.
* To lead the school in achieving excellence with a focus on continuous improvement and raising standards.
* To act as an advocate and public face for the school, using mature leadership skills to influence others by raising the profile and promoting the organisation’s core purpose and values.
* To safeguard and promote the welfare of all children within the school.

**Leadership**

To support the headteacher in their leadership of the school including:

* Ensuring that the school clearly communicates and promotes its vision, ethos and values that are consistently applied across the school, and that its aims and objectives clearly translate into all areas of work.
* Driving the school’s school improvement approach ensuring effective deployment of staffing and financial resources to improve and maintain the high standards expected.
* Effective communication and consultation with stakeholders.
* Dynamic and strategic direction and leadership for Teaching and Learning and curriculum development in the school.
* Managing the school’s Performance Management system.
* Ensuring the setting and achieving of ambitious, challenging goals and targets for colleagues and students.
* To provide the local governing body with the appropriate information they require to make timely and informed decisions.

To keep abreast of educational developments and best leadership and management practice in order to introduce appropriate innovation based upon evidence led research.

Leading by example, being personally visible and committed to the development of the school, whilst adopting a strong and flexible leadership style.

Contributing to school development planning based on accurate and effective self-evaluation.

Collaborating with the school’s Governing Body and attending meetings as required.

Playing an active role in all LT meetings and taking the lead on specific school initiatives.

Being a role model for colleagues and making a positive contribution to the wider life and ethos of the school.

Contributing to department-level self-evaluation, development planning and subject performance.

Planning and delivering assemblies and presentations to students and their parents.

Mentoring colleagues to develop additional leadership and management capacity within the school.

Fostering an open, fair, equitable culture and manage conflict.

Collaborating and networking with others within the school, the Trust and other schools where appropriate.

**Line Management**

Line-managing curriculum areas, running effective line management meetings, holding subject areas to account and supporting them where necessary.

Evaluating performance in the specified areas of responsibility to identify and address any areas where progress is below expectation.

Line management of teaching and support staff in specific areas of responsibility dependent upon the operational role within the school, e.g. curriculum leaders, heads of year, student support services, cover supervisors, site team, etc.

**Teaching, Learning and Assessment**

Modelling the very highest standards in teaching, learning and assessment.

Making a significant contribution to the quality assurance of, and the development of teaching and learning activities across the school.

Engaging in opportunities for training, development and innovation in teaching and learning and supporting the continuing professional development of colleagues.

Maintaining an overview of standards and progress within curriculum areas through regular meetings with academic managers.

**Personal Development, Behaviour and Welfare**

Sharing responsibility for behaviour management within the School and ensuring the consistent application of the School’s Behaviour Policy.

Monitoring pupil behaviour, attendance and punctuality, ensuring follow-up procedures are adhered to and that appropriate action is taken where necessary.

Promoting the development of Behaviour for Learning and advising colleagues on best practice.

Acknowledging excellence and challenging poor performance across the school.

Building and maintaining effective relationships with parents, carers, partners and the community.

Ensuring health and safety policies and child protection practices are followed.

**Outcomes for Students**

Ensuring the delivery of a high quality and cost-effective curriculum.

Rigorously tracking and monitoring progress across each Faculty area, including that of the key groups.

Implementing effective intervention strategies with Faculty Leaders for those students whose attainment or progress is a cause for concern.

Supporting those you manage in ensuring high quality outcomes for all students.

**Relationship management**

Promote positive relationships with parents and the wider community.

Act as an ambassador for the school in developing partnerships and links with stakeholders to promote a positive profile of the school.

**Financial**

To support the headteacher in ensuring effective financial management takes place regarding all aspects of the school budget.

**HR**

To support the headteacher to:

* Ensure all Trust HR policies are in place for all HR related issues.
* Follow the Trust HR processes in the school.
* Ensure the school effectively manages its talent through strategic and local CPD and succession planning.

The operational responsibilities of the Deputy headteacher will be dependent upon their skills and needs of the senior leadership team and will be agreed on appointment.

These responsibilities will be reviewed at the end of the year and may be amended as is reasonable by the headteacher. The deputy headteacher shall undertake any other professional duties that the headteacher reasonably delegates to him/her. This job description is not necessarily a comprehensive definition of the post.