



## **PROSPECT HOUSE SCHOOL**

### **Deputy head**

#### **Job Description**

<b>Title:</b>	<b>Deputy Head (and head of upper school)</b>
<b>Reports to:</b>	<b>The Head</b>
<b>Lateral links:</b>	<b>Head of lower school and any other SLT members. Close liaison with the deputy heads of the other two schools within the group. Occasional liaison with the group's managing governor and the governing body.</b>

#### **Key responsibilities:**

The overriding key responsibility is to support the head in the leadership and management of the school in every aspect. The deputy head should be a skilled practitioner and lead by outstanding example and energy.

These additional responsibilities will include:

- Fostering and maintaining a happy, safe and productive atmosphere across all aspects of the school's life for the children, the staff and parents
- Ensuring within a structured and challenging environment that all children are happy and focused fully on maximising their abilities and talents

- Maintaining the school's premier reputation as a school that achieves unusually high academic success rates in the competitive examinations to leading London schools
- Managing and developing staff by being a lead practitioner, setting by example high standards that lead to the very best within the classroom
- Managing certain aspects of the interface with parents, including building effective partnerships with them for the best development of their child(ren)
- To be familiar with the school's safeguarding policy and with all other policies both statutory and non-statutory and with the entire school curriculum
- To play a key role in the marketing of the school, including editing of the Newsletter

It is likely the deputy head will hold the long-term ambition for his or her own headship. He or she will have great diplomatic skills and be able to inspire, enthuse and lead colleagues, while also showing the ability to deal with difficult issues should they arise. He or she must be conscious of maintaining high professional standards at all times to support the head and the school in general.

### **Key objectives**

It is expected that the deputy head should:

- Represent the head in his absence, hosting functions, taking occasional assemblies or tours and handling any time-critical situation including any crisis as it arises
- Provide leadership through good practice, support and advice where necessary including furnishing, by good example, in terms of classroom management and educational philosophy, a good professional model
- Exercise total loyalty and confidentiality at all times to the SLT, the school in general and to the head in particular

### **Administrative tasks**

The deputy head will, in addition, be responsible for the following administrative tasks and responsibilities:

- Attending regular meetings with the head
- Being up to date with future schools' entry procedures and the ethos/atmosphere of those schools
- Meeting with parents, either in the head's absence or when otherwise appropriate
- Being involved from time to time in interviewing potential new staff and in staffing arrangements

- Chairing certain administrative or other meetings
- Ensuring minutes or notes of these meetings are taken so that outputs, timings of actions and responsibilities are clear and can be followed up
- Being visible as responsible alongside the head for safety and discipline
- Working alongside subject coordinators and the head of Lower School, promoting, monitoring and evaluating standards of teaching and learning
- To take a lead in the organisation of the school timetable in conjunction with the head
- To have overall responsibility for the organisation of the school diary, event management, and educational visits
- To have overall responsibility for arranging cover for absent staff and keeping records of such cover
- To have overall responsibility for running the morning briefing for staff and keeping a record of the issues discussed
- Observing and appraising lessons and fulfilling the requirements of the school's appraisal system
- To assist in planning the school's annual programme well in advance to create an informative diary for governors, parents and staff.
- To assist the head in maintaining the quality of written reports to parents and to assist with proofreading as required
- Assisting the head in the formulation and implementation of the School Development Plan
- The writing or updating and presentation of school policy documents under the direction of the head
- Assisting with practical arrangements for school events, productions, carol services, concerts and open days and attending those functions as required by the head
- Ensuring the main notice board in the staff room is both attractive and up to date, with vital news items disseminated to all as quickly as possible
- Ensuring the notice board for parents is attractively maintained

**Personnel/staff responsibilities:**

- Sharing responsibility with the head for staff professional development, both in and out of the classroom
- Being the first point of contact for staff problems

- Assisting with staff induction and training
- Assisting with the revision when necessary of the general job description for form teachers
- The deputy head should promote and foster good relationships amongst the staff, nip staff problems or irritations in the bud, promote and implement all aspects of school policy, work enthusiastically towards the long term aims of the school and, by example of good practice, influence those with less experience

### **Key Stage 2 Responsibilities**

- To teach at Key Stage 2
- To co-ordinate and monitor the programme and work of Key Stage 2 to ensure effective delivery of the curriculum
- To monitor assessment at Key Stage 2
- To liaise with the subject co-ordinators and the head of Lower School to ensure schemes of work are in place and show continuity and progression
- To continually monitor the department to ensure high standards of teaching and learning
- To appraise staff in the department annually
- To liaise with the SENCO
- To analyse assessment data to inform planning and a developmental approach to the curriculum
- To organise and contribute to departmental and whole school assemblies

### **Other responsibilities:**

- Becoming familiar with fire or other crises control and command procedures; emergency procedures; heating/water; electrical, cctv and alarm systems
- Overseeing behaviour, discipline and pastoral care, and taking a lead with any bullying allegations
- Liaising with the maintenance team regarding the staging and seating for events and overseeing the setting-up of sound and camera systems for events
- Reviewing risk assessments for excursions if the head is absent

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.