

GENERIC JOB DESCRIPTION FOR MEMBERS OF THE SENIOR LEADERSHIP TEAM

Each member of the Senior Leadership team will be expected to:

- Lead by example and stand as a role model of professionalism
- Contribute to creating a positive ethos and provide educational vision and direction which secures outstanding teaching and learning
- Be a visible presence in school life – both during the school day and at extra-curricular events
- Model the SLT vision of the school to students, staff, governors and parents and encourage all those involved to subscribe to its aims and principles
- Be committed to continuous improvement, lead and respond to change and review, monitor and evaluate all developments

Members of SLT will also have responsibility for the following:

The strategic direction and development of the school

This will include the responsibility to

- Attend SLT meetings after school (4.00pm-6.00pm) once a week
- Create, implement, monitor and evaluate school policies and procedures and the School Development Plan
- Deputise for the Headteacher or other members of SLT as necessary

Teaching and Learning

This will include the responsibility to:

- Be a role model of high quality classroom practice
- Secure and sustain effective teaching and learning by working with the HODs of allocated link departments
- Identify and share good practice, particularly in link departments
- Identify areas for improvement and put into place action plans to secure progress
- Promote high standards of student behaviour and respect of others

Leading and Managing Staff

This will include the responsibility to:

- Lead staff through example and support including working party leadership and SLT shadowing
- Lead staff in the creation and implementation of school policies and monitor their impact
- Delegate tasks to staff as appropriate
- Promote professional development and support performance objectives through the Appraisal process
- Line manage curriculum areas, year groups and for support staff as appropriate
- Supervise duty staff before, during or after school as requested
- Act as an emergency point of contact for trips and visits or during the holidays
- Contribute to the planning of the Calendar
- Contribute to the planning of the M & E Schedule

Efficient and effective deployment of staff and resources

This will include the responsibility to:

- Work with the Headteacher to recruit staff of the highest quality
- Deploy and develop staff effectively
- Set appropriate priorities for expenditure and manage resources
- Oversee the deployment of any physical resources
- Contribute to the efficient distribution of examination results in August

Accountability

This will include:

- Provide information, objective advice and support to enable the school to meet its responsibilities
- Present a coherent and accurate account of aspects of the school's performance for governors, parents, colleagues and any other audience as appropriate
- Contribute relevant information for the whole school SEF

In addition to these generic responsibilities, each member of SLT currently has these specific areas of responsibility.

1. Headteacher
2. Deputy Head
3. Assistant Head – Curriculum and Assessment
4. Assistant Head – Teaching and Learning/CPD/Trips & Visits
5. Assistant Head – Innovation
6. Business Manager – Finance, Premises and Support Staff

Deputy Head

Leadership Priorities: To be confirmed in line with successful candidate's strengths - will include some of the following:-

Student & Staff Welfare, Outreach, Teaching & Learning, Training, Development

Current Link Areas: (to be confirmed)

- Science + link to HOD (Bio,Phys,Chem)+KS3 Sc Co-ordinator and work with support staff manager to support science technicians)
- SEN
- Heads of Year 7-11
- Head of Sixth Form
- Examinations Office
- Key Stage Support Staff

Current Responsibilities

- Deputising for the Headteacher in his absence
- Investigations on behalf of the Headteacher as required
- Overview of the school finances – to support the Headteacher and Business Manager
- Staff well-being – being aware of colleagues in need of support
- Organisation of end of term assemblies and visiting speakers
- Attendance at Governors meetings
- Co-ordination of GCSE/AS/A2 exams results days
- Other responsibilities to be confirmed in relation to the skills and experience of the successful candidate