

Job Description

fortismere

Job Title: Deputy Headteacher (Behaviour, Safety and Staffing)

Grade / Salary: Leadership Scale (L28-L32)

Working Time: In line with pay and conditions document

Line Managers: Co-Headteachers

To Line Manage: A number of defined areas within the school

Main Objectives

- To support the Co-Headteachers in implementing the School Improvement Plan
- To formulate aims and objectives of the school
- To undertake the Deputy DSL role and lead on Safeguarding policy implementation
- To establish and review policies through which the aims and objectives of the School Improvement Plan may be achieved
- To manage staff and resources
- To monitor student progress and attainment
- To raise standards of student progress and attainment across the whole curriculum

Leadership

- To support and deputise for the Co-Headteachers
- To lead and inspire departmental/pastoral/extra-curricular initiatives within the whole school vision for school improvements
- To contribute to the formulation of whole school strategic development planning and to lead colleagues in its implementation
- To participate in formulating school aims and objectives and policies
- To ensure all whole school policies are adhered to
- To support the Safeguarding / Equalities agendas and lead on whole school safeguarding
- To facilitate staff training on a range of initiatives relevant to specific responsibilities
- To assist in recruitment and retention of staff, fostering good relationships and encouraging good working practices
- To contribute to establishing core values of the Senior Leadership Team and their practical expression
- To attend SLT, Governing Body and other meetings, leading / supporting where appropriate to role
- To liaise with Governors and outside agencies

Management

- To uphold the school's Behaviour policy and ethos
- To facilitate the smooth day to day running / operation of the school
- To be an integral and effective part of the whole school duty system
- To ensure effective communication across all aspects of the school
- To participate in the monitoring and evaluation of behaviour and safety and student wellbeing, together with effective school performance
- To strive for the highest possible standards of student behaviour, learning and attainment for all students
- To manage and support the wellbeing of staff, monitor staff absences and cover while offering support, encouragement, guidance and advice
- To manage the recruitment process and liaise with HR
- To provide documentation and report for the Co-Headteachers and Governors as required
- To initiate and lead any change required within specific areas of responsibility
- To support performance management process across relevant areas of the school
- Line management of Assistant Head (Vulnerable Groups), Assistant Head (Colleges), Assistant Head (Sixth Form) and Admin team.

Operational/ Strategic Planning

- To oversee implementation and review of school policies and procedures through line managed responsibilities
- To work with colleagues to facilitate development planning at whole school and departmental level
- To ensure that Health and Safety and Safeguarding policies and practices, including risk assessments at different levels, are in line with national requirements and updated as necessary
- To analyse data relevant to specific role

Learning and Teaching

- To foster creative responses to teaching and learning
- To contribute to the development of the whole school curriculum as appropriate, ensuring a focus on maximising success for all students
- To develop and support procedures for promoting high expectations, quality teaching, learning and assessment amongst staff and students
- To support, develop and maintain a high quality learning environment
- To ensure all staff undertake their duty of care and professional responsibilities
- To monitor, review and improve teaching and learning through regular classroom observations
- To observe a range of lessons and give feedback

Communications

- To promote effective and fruitful relationships with outside agencies and the community
- To communicate information specific to the role to all stakeholders
- To foster good relationships with local schools and support transition
- To keep relevant documentation and information up to date on website and staff area
- To ensure that all colleagues are familiar with the school's aims and objectives
- To ensure effective communication / consultation as appropriate with the parents / carers of students
- To liaise with other schools, educational establishments, commerce and industry, Examination Boards and any relevant external agencies
- To represent the views and interests of Fortismere
- To lead the development of effective school links with other educational institutions and community
- To represent the school at events, conferences and meetings
- To promote the school at Open Days / Evenings

NB.

To undertake any other duty as specified by Statutory Teachers' Pay and Conditions document not previously identified.

March 2018

Signed:

Dated: