



JOB DESCRIPTION

School: Cantonian High School

Department: SLT

Job Title: Deputy Headteacher

Post Ref No: 50053495

Grade: L18-22

Hours: Full Time

Special Conditions Applying:

This appointment is subject to the current conditions of employment of teachers in the School Teachers Pay and Conditions Document.

A highly professional standard of dress, appearance and demeanour is required.

Enhanced DBS clearance.

EWC registration.

Reporting arrangements: To report to the Headteacher

Persons Line Managed: TBC

Job Purpose:

To carry out the professional duties and responsibilities of a Deputy Headteacher.

To support the Headteacher and Governors in leading the strategic direction of the school.

To raise standards.

To ensure the efficient and effective use of resources.

To deputise for the Headteacher in her absence.

To work to ensure that no learner is disadvantaged due to their socio-economic background.

To ensure pupils make at least two levels of progress at Key Stage 3, Key Performance targets are achieved at Key Stage 4 and Level 3 targets are met at Key Stage 5.

Duties and Responsibilities:

In conjunction with the Headteacher, to be responsible for the leadership, internal organisation, management and control of the school.

Main Duties

Supporting the Headteacher in:

- leading the strategic direction and development of the school;
- leading learning and teaching and standards;
- leading on curriculum development and design;
- leading and managing staff and ensuring their well-being;
- managing the efficient and effective deployment of staff and resources;
- securing accountability;
- strengthening links with the community and partners.

The strategic direction and development of the school

- To support the Headteacher to develop a strategic view for the school in its community; analyse and plan for the future needs and further development of the school within the local, national and international context.
- To support the overall aims and objectives and the policies needed for their implementation.
- To support the Headteacher's educational vision and direction in securing effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development and prepare them for the opportunities, responsibilities and experiences of adult life.
- To support the Headteacher in securing the commitment of parents, partners and the wider community to the vision and direction of the school.
- To create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.
- To ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- To ensure that policies and practices take account of national, local and school data and inspection research findings.
- To monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action if necessary.

Learning and teaching

- To demonstrate outstanding teaching.
- To support the Headteacher in securing and sustaining effective teaching and learning and in monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.
- To support the Headteacher in ensuring that all pupils receive a good quality education through a programme designed to promote a stimulating style of learning in a safe and healthy school environment.
- To support the Headteacher in securing a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- To support the Headteacher in ensuring that learning is at the centre of strategic planning and resource management.
- To support the Headteacher in establishing creative, responsive and effective approaches to learning and teaching.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- To be able to demonstrate and articulate high expectations.
- To support the Headteacher in implementing strategies which secure high standards of behaviour and attendance.
- To support the Headteacher in determining, organising and implementing a diverse, flexible curriculum and in the implementation of an effective assessment framework.
- To support the Headteacher in taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- To support the Headteacher to monitor, evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action and follow up is undertaken.

Leading and managing staff:

- To support the Headteacher in leading, motivating, supporting, challenging and developing staff to secure improvement.
- To support the Headteacher in maximising the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
- To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for teachers and other members of staff, in work carried out in school and work carried out elsewhere.
- To support the Headteacher in implementing and sustaining effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils' achievement.
- To participate in arrangements for your own performance management.
- To support the Headteacher in ensuring that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards that are appropriate for their career status (e.g. new entrants).

Efficient and effective deployment of staff and resources

- To support the Headteacher in deploying people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context.
- To work with the Headteacher, governors and colleagues to recruit staff of the highest quality available.
- To work with colleagues to deploy and develop all staff effectively in order to improve the quality of education provided.
- To advise the Headteacher and implement decisions in relation to staffing.
- To advise the Headteacher on the adoption of effective procedures to deal with the competence and capability of staff.
- To support the Headteacher in managing and organising accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations.
- To support the Headteacher in managing, monitoring and reviewing the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- To support the Headteacher in ensuring that staff are encouraged to attend INSET which increases their knowledge and understanding of equality, diversity and inclusion.

Accountability

- To support the Headteacher in providing information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.
- To report to the governing body as requested by the Headteacher.
- To support the Headteacher in creating and developing an organisation in which all governors and staff recognise that they are accountable for the success of the school.
- To support the Headteacher in presenting a coherent and accurate account of the schools' performance in a form appropriate to a range of audiences, including parents, governors, the LA, the local community, inspectors and others, to enable them to play their part effectively.

- To support the Headteacher in ensuring that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets for improvement.
- To support the Headteacher in reporting to the governors annually on the performance management of teachers at the school in relation to the School Teachers Pay and Conditions Document.
- To support the Headteacher in providing information about the work and performance of staff where it is relevant to their future employment.

Strengthening the community

- To support the Headteacher in building school cultures and curriculum which take account of the richness and diversity of the school's community, and to challenge prejudice and harassment.
- To support the Headteacher in ensuring learning experiences for pupils are linked into and integrated with the wider community.
- To support the Headteacher in ensuring a range of community-based learning experiences.
- To work in partnership with other agencies in providing for academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- To seek opportunities to invite parents and carers, community figures, business or other organisations into school to enhance and enrich learning & teaching and its value to the wider community.
- To be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- To co-operate and work with relevant agencies to protect children.
- To support the Headteacher in ensuring that the school promotes effective links with the local community and continue the development of close liaison with other local primary and secondary schools.

Additional Duties

- To coach staff
- To act as a Pupil/Student Mentor when requested.
- To take responsibility for, and demonstrate commitment to, own professional development.
- To engage actively in the performance management review process.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- Anything else which the Headteacher may reasonably require.

SLT specific responsibilities

These will be discussed and agreed with each post holder.

DATE COMPLETED:

AGREED BY:

Date Received by Post holder:

Signature of Post holder: