



## DRAYTON MANOR HIGH SCHOOL

### JOB DESCRIPTION

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| POST TITLE     | DEPUTY HEAD (SENIOR LEADERSHIP TEAM)   |
| GRADE          | L23 – L27 (Inner London)   |
| RESPONSIBLE TO | Associate Head, Executive Trust Head and Governing Body  |
| JOB PURPOSE    | To play a key role in whole school strategic and operational leadership working under the direction of the Associate Head. |

***All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.***

### MAIN PURPOSE OF THE ROLE

#### ***‘Nec Aspera Terrent’***

To play a key role in whole school strategic and operational leadership under the direction of the Associate Head, with a particular focus on the development of teaching and learning and the curriculum.

The successful candidate will be expected to embrace the school’s robust academic and pastoral ethos with a view to taking its impact on student outcomes to higher levels, so that what Drayton Manor offers the education system will become ever more distinctive.

They will be expected to prepare and, where appropriate, oversee, the implementation of improvements intended to anchor our ethos and standards ever more deeply into the life of the school, building on what has already proved successful and drawing on the experience of other schools.

Particular priorities for the post holder will be work that promotes:

- ambitious learning; instilling in every student the fundamental importance of academic rigour in all they do, combined with the value of breadth in their studies;
- the character of students; stimulating relish for fresh challenges and personal responsibility; and
- acquisition of civic virtue; including integrity, care for others and sharing non-academic life experiences.

In summary, these priorities aim at producing personally rounded and highly knowledgeable students who strive to be exemplary citizens, contributing in all ways, and especially as role models within their communities; locally or on the world stage.

## PRINCIPLE RESPONSIBILITIES

- To play a key role in promoting the aims, values and ethos of the School and facilitate effective communications with all stakeholders.
- To support the Associate Head in leading the operational and ongoing strategic development of an outstanding school.
- To take a lead in monitoring, evaluating and developing the quality of teaching across the School and raising student achievement.
- To take a lead in evaluating and developing the curriculum, its design and its impact on student achievement.
- To play a significant role in contributing to strategic and operational planning, specifically the formulation of the School Development Plan and SEF.
- To develop and maintain systems which track and evaluate student progress and outcomes and to subsequently identify and act on areas of improvement.
- Undertake a range of rigorous quality assurance activities in order to report on the impact of school improvement strategies and systems in order to make recommendations for development and target support accordingly.
- Make a significant contribution to the development of leadership and management capacity across the middle leadership structure.
- To develop and implement action plans which raise standards and secure improvements.
- Work with the Associate Head and Senior Leadership Team to support, mentor and coach colleagues across the School in the implementation of school improvement strategies and professional development.
- To be responsible for the line management of a Year group.
- To attend and chair meetings as appropriate.
- To line manage key Heads of Faculty and other appropriate areas of the school as required.
- To work with Middle Leaders to ensure effective systems are in place to track and monitor student progress and provide impactful interventions as necessary.
- Develop, implement and support relevant school academic policies and procedures.
- To deputise for the Associate Head as required, managing day-to-day operations of the School to meet specific objectives.
- To undertake other relevant duties commensurate with the role under the direction of the Associate Head.