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**Deputy Heads – Secondary Section**

**Job Description**

The Secondary Leadership Team (SLT) at BISJ is responsible for leading the Secondary Section in the successful realisation of the school's stated Mission, Vision, Philosophy and Objectives. At BISJ the SLT is a collaborative team consisting of the Head of Secondary, two Deputy Heads and an Assistant Head

Under our new leadership model all members of SLT undertake both pastoral and academic roles within the secondary school.

*Key responsibilities of the Deputy Heads are:*

* Collaborating closely and continuously with other members of the SLT to ensure consistency in approach across all key stages
* Line management of a number of Heads of Faculty across all key stages
* Line Management of either Key Stage 3, 4 or IB Heads of Year
* Ensuring all overarching, academic and pastoral policies, systems and process are being implemented across a Key Stage. Some specific process examples are:
	+ New student assessment and interview
	+ Data Tracking, analysis, recognition and intervention of students using data such as Baseline assessment, Learning Descriptor Grades, Academic Grades, Behaviour, Attendance, Lateness & PASS Data
	+ Transition and Options selection
	+ Exam administration
	+ The use of managebac at KS4 and KS5 and the planner at KS3
	+ Parent workshops, information evenings and Parent-Teacher-Student Conferences
	+ Accreditation processes
* Being the lead member of SLT for either the Academic **or** Pastoral Development of the whole Secondary Section through such things as:
	+ Leading the Academic Leadership Team (ALT) or the Pastoral Leadership Team (PLT)
	+ Leading the ongoing review of all Academic or Pastoral policies, systems and processes to ensure they are best practice
	+ Ensuring consistency and coordination across the three key stages in either the Academic or Pastoral policies, systems and processes
* Leading the organisation of certain Secondary School events such as Peace Day and International Day
* Maintaining and extend a current knowledge of developments, issues and best practice in education, including leadership, teaching and learning and curricular development.
* Keeping well informed on current practice and research applicable to school leadership and pedagogy.
* Timetabling

*The Deputy Head’s will also be significant contributors to:*

* The strategic planning of the educational experience offered by the school and specifically the secondary section through the Secondary Improvement Plan to ensure improvements are constantly brought about for all stakeholders
* The recruitment and retention process
* The external accreditation processes
* The induction and growth of our staff through the Professional Growth Programme, Professional Induction Programme and CPD in the Secondary Section
* The performance management, growth and wellbeing of our staff
* Supporting other members of SLT through the sharing of ideas, advice, collaboration and active engagement