

JOB DESCRIPTION

JOB TITLE: Deputy Headteacher
REPORTS TO: Headteacher
SALARY/GRADE: Leadership Spine L20-24

Purpose of the job

- To provide professional leadership and management to support high quality teaching; effective use of resources; a values-driven environment - and high standards of learning, care, achievement and celebration for all students.
- To assist the Headteacher in the overall management and development of the school.
- To take responsibility for one of our development strands within the school, dependent on the strengths of the successful candidate.

Key Functions

- To lead whole school activities in relation to areas of responsibility. Developing and implementing evidence based improvement plans with clear success criteria.
- To lead all aspects of the small school activities, creating an ethos that generates and celebrates success within the overall educational aims of the whole school
- To monitor student progress across subject areas, and to work closely with tutors & staff to improve student achievement
- To be responsible for working with others to establish and maintain policies and practices that promote learning, positive student behaviour and achievement - within the framework of a school policy structure that develops self-reliance and enhances life choices.
- To contribute to the development and delivery of a pastoral care programme within the small school that improves personal development and well being
- To be a focal point for parental contact with the School resolving concerns as required
- To teach subjects and classes as required by the Headteacher
- To support the Headteacher in the running of the School
- To provide a leadership role to curriculum Middle Managers as required by the Head

Specific Responsibilities

the main responsibilities of the post are to:

- lead specific aspects of school improvement, evaluating current standards, setting targets, directing practice and monitoring impact to make a demonstrable difference to the outcomes for students
- regularly monitor student progress within the School and work with curriculum leaders to develop ways of improving teaching , learning, behaviour and assessment across subject areas
- analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods
- contribute to the writing of the School Improvement Plan, to include staff development and training implications
- contribute to the school's self evaluation and accountability processes, monitoring standards, collecting data and preparing reports for a variety of audiences including Governors
- use data effectively to identify underachievement (subject, staff and student) in the School and create and implement effective plans of action
- be the arbiter of standards across the school ensuring compliance with school policies and procedures and contributing to maintaining the high expectations that are now an established part of the school's culture
- be a strong presence in the school throughout the day, tackling non compliance and poor behaviour where it is found and contributing to a safe and purposeful atmosphere in the school at all times
- Develop a distinctive ethos for one of our small schools, generating and celebrating success, directing the approach to personal development and well being and maintaining exceptionally high standards of behaviour and attendance
- be tuned in to the needs of individual students and work with the SENCO and other staff to ensure that our most vulnerable students have their needs met by appropriate provision
- Contribute to the development of the school's overall aims including supporting participation in whole school activities and the enrichment programme.
- liaise with parents as a senior point of contact in matters relating to student support including matters of school policy, welfare and general problems arising with any particular student
- take the lead for whole school events related to the specified areas of responsibility and assist with other events for example parents' evenings

- ensure good communications internally and externally, circulating and collating information for external agencies as required
- contribute to school structures like triage, VSR and all agency meetings to ensure that students' needs are met and actions followed up in the best interests of students
- be outward facing, developing the reputation of the school and being aware of best practise elsewhere and using this to inform practice at the school
- contribute to liaison with partner primary schools, careers staff, local industry and the community.
- under the guidance of our admissions lead, make arrangements for, and participate in, the transfer of students including the interview of incoming parents and students if appropriate, and representing the school at meetings of primary school parents
- organise and take School assemblies according to the pattern established by the SLT
- be responsible for any School funds under the scheme of delegation
- prepare for and attend SLT meetings
- attend and participate in regular meetings and participate in training and other learning activities, as required
- take part in the school appraisal policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraisee. Model good practice in relation to appraisal so that one's own performance develops appropriately
- actively support and participate in school partnership arrangements
- undertake any other tasks as reasonably required by the Head

☐ signed: _____ date: _____