



Cheslyn Hay Sport and Community High School

Deputy Headteacher (Student Progress and Outcomes) - Job Description

DRAFT – TO BE FINALISED IN THE LIGHT OF THE SUCCESSFUL CANDIDATE'S EXPERTISE

Together with the other members of the school's Senior Leadership Team, the Deputy Headteacher (Student Progress and Outcomes) will take the lead for maintaining and enhancing the ethos and development of Cheslyn Hay Sport and Community School in accordance with the values and purposes expressed in the Mission Statement and Aims. A passion for teaching and learning and ensuring every child fulfills their potential is essential.

The primary purpose of the post is to improve student progress and outcomes using data to track performance. In addition the successful candidate will help to secure a climate of outstanding pastoral care and intervention across the key stages.

The postholder

- is responsible to the Headteacher
- deputises for the Headteacher as required
- fulfils all other duties as required by the Headteacher

Key Responsibilities

- To lead, give direction and sustained emphasis to all aspects of data, intervention and pastoral care and ensure the personal development, behaviour and welfare agenda is fully realised. You have oversight of the pastoral teams alongside the assistant headteachers responsible for Key Stage 3 and 4.
- To ensure that data is used to drive achievement, ensuring it is used effectively to challenge expectations to raise attainment and improve intervention
- To provide professional leadership for the school and aim to secure its success and improvement, ensuring high quality education for all its students and improved standards of learning and achievement and strategies for improving students' achievement, progress and outcomes, narrowing the gaps in performance between key stages, subjects and groups of students
- To work with the Headteacher in preparing the SEF, prioritising key action points for the School Improvement Plan
- To monitor and evaluate the quality of the use of data and intervention to improve outcomes for all students, including those with special educational needs; receiving pupil premium funding; in order to set and meet challenging, realistic targets for improvement
- With the other deputy headteacher lead the school departmental review process and the quality assurance of attainment and progress at school and departmental level and teaching and learning
- To support the Headteacher in the financial and business management of the school.

Leading Excellent Personal Development, Behaviour and Welfare:

- Provide an excellent role model of outstanding pastoral care
- Maintain consistent and continuous whole school policies in terms of behaviour, safeguarding and wider welfare issues with a focus on student progress and outcomes, using a wide range of data to monitor intervention, both pastorally and academic
- Be part of the Safeguarding Team
- Work with SLT in ensuring a culture and ethos of challenge and support where all students achieve success and become engaged in school
- Monitor student progress, using performance data to motivate staff and students to improve
- Identify and implement practical and timely intervention strategies to enable students to meet or exceed their targets
- Challenge inconsistency and underperformance at all levels, and ensure corrective actions, follow up and support

Personal Development/Provision of Support for Others

- Create and maintain a positive school culture
- Assist the SLT in building a collaborative learning community within the school and through working with other schools
- Ensure that staff are consistently supported to be at their best, by contributing to induction, to continuing professional development and appraisal
- Maintain a culture of praise, celebration and high expectations so that staff and students feel valued and recognised; also taking timely action if concerns arise.
- Manage your own workload and that of others to allow for appropriate work/life balance
- Guide, support and evaluate the work of staff who are line managed by helping them to be at their best
- Provide a Senior Team Link role to agreed departments, taking a regular and detailed interest in their progress and staff, ensuring that school policies and standards are implemented and maintained and helping them to move forwards to greater success

Management and Self Evaluation

- Contribute to the review, communication and implementation of school policies and procedures to support excellent student behaviour and positive relationships within the school; provide direct assistance to staff in sustaining these
- Provide an effective presence around the school as often as possible, especially in busy places at breaks and lunchtimes, maintaining high standards of behaviour and appearance from students
- Work with the Headteacher to achieve good organisation and management, creating efficient systems and structures to enable everyone to do their jobs well in line with legal requirements
- Make best use of technologies to support the running of the school and the effectiveness of staff and students
- Help to keep the school environment attractive and in good order; report any problems or health and safety issues promptly to the Senior Site Supervisor; participate in designing/building improvements

- Lead and manage the creation and implementation of a strategic plan, underpinned by sound resource planning and which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement

Securing Accountability

- With the Headteacher, ensure that statutory responsibilities are met; put systems and policies into action, monitor effectiveness and contribute to reports, especially in relation to external requirements such as for Ofsted.
- With the Headteacher, develop procedures for self-evaluation, identify improvements, celebrate success, challenge under performance and take responsibility for outcomes.
- Contribute to analyses for governors, parents and other audiences of the school's performance and areas for development.
- Participate positively in the review of own performance; accept guidance, identify how to contribute personally to raising achievement further, and act upon it.
- Ensure student progress is not hampered by inadequate teaching and learning.

Promoting and Strengthening the School and Community

- Help to build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Provide leadership in creating and implementing educational strategies to promote equality and take action to challenge racial and other prejudices.
- Maintain strong partnerships with parents to support and improve students' achievement and personal development.
- Develop close working relationships with partner schools and other educational partnerships.

Other Duties Specific to the Post

- These will be drawn up following appointment.

The postholder is line manager for

- A number of departments and their department heads yet to be determined

The postholder will

- Act as professional adviser to the governors as required

The postholder is subject to:

- The Conditions of Employment of Deputy Headteachers and Assistant Headteachers as contained in the School Teachers' Pay and Conditions Document.

Other duties and responsibilities

- The Headteacher may from time to time ask the post holder to perform other duties.