



SHERBORNE QATAR

SCHOOL FOR GIRLS

JOB DESCRIPTION – DEPUTY HEAD / HEAD OF KEY STAGE 2

Position: Deputy Headteacher / Head of Key Stage 2

Reports to: Headmistress

THE ROLE

The Deputy Head (KS2) is a key member of the School's Senior Leadership Team, which currently comprises the Headmistress and Deputy Head Pre Prep. By the academic year 2022-2023 the Senior Leadership team will also include the Deputy Head (KS3) and the Deputy Head (KS4 and KS5).

In the first place The Deputy Head (KS2) is responsible to the Headmistress for the School's pastoral values, strategy and performance, and the academic programme for all pupils from Y3 – Y6. The Deputy Head (KS2) will also be the direct line manager of the Year 3 and 4 Coordinator and the Year 5 and 6 Coordinator. The latter two positions will be appointed in the academic year 2022-2023.

The duties and responsibilities of this post are numerous and varied and therefore the holder has considerable scope for contributing to the strategic direction and continuing development of what will be a large, successful and forward-looking Girls' School with a culture of high expectations.

In the first year of appointment the Deputy Head KS2 will be responsible for a KS2 class and will teach a 60% timetable. In subsequent years, as the school grows, this teaching load will be considerably reduced.

Duties include but are not limited to the following;

Pastoral policy

- Assist the Headmistress and work with the other Deputy Heads to establish, sustain, and develop the pastoral ethos of the whole school.
- Assist the Headmistress in developing pastoral excellence through the shaping of pastoral and staffing policies.
- Plan and oversee the content and shape of the school curriculum, in her particular Key Stage area, as it relates to pastoral care and PSHE matters.



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- Establish, monitor and evaluate the PSHE curriculum, in her particular Key Stage area and its timetabling.
- Establish, monitor, evaluate and lead the work of teachers, teaching assistants and learning support assistants in her particular Key Stage area.
- Provide an energetic and active lead in the continuing improvement of standards of teaching, learning and pastoral care.
- To ensure that every child is academically motivated, challenged and has effective pastoral care.
- To promote a culture that nurtures each child's academic self-confidence, self-esteem and self-awareness.
- To continue actively to help develop the school's policies.
- To administer and manage, all assemblies in her particular Key Stage area.

Academic Policy

- Leading Learning and Teaching: developing and enhancing the teaching practice of others in her particular Key Stage area.
- Work with the Headmistress to raise the quality of teaching and learning and pupils' achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
- Provide regular feedback for colleagues in her particular Key Stage area in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on students learning.
- Help the Headmistress to develop whole staff, phase teams and individuals, to enhance performance. Undertake coaching and mentoring. Plan, organise and deliver staff meetings, where necessary bringing in outside speakers. Keep abreast of the latest developments in the Key Stage area and disseminate effectively to other members of staff.
- Plan, delegate and evaluate work carried out by team(s) and individuals.
- Create, maintain and enhance effective relationships within the Key Stage area.
- Strategic direction/Shaping the future. Support the Headmistress in: Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all. Demonstrate the vision and values of the school in everyday work and practice. Motivating and working with others to create a shared culture and positive climate in the school.



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- Assist the Headmistress in the ongoing and annual review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of school provision, consistent with the procedures in the school's self-evaluation policy.
- Create costed Key Stage development plans which contribute positively to the achievement of the School Development Plan and which actively involve all staff in its design and execution.
- Develop and implement policies and practices for the Key Stage area which reflects the school's commitment to high achievement and is consistent with national and local strategies and policies.
- Promote high expectations for attainment.
- Establish short, medium and long term plans for the development and resourcing for the specific areas of responsibility.
- Monitor the progress made in achieving Key Stage area plans and targets, and evaluate the effect on teaching and learning.

Pupil guidance and progress

- Continue to develop and manage systems to monitor pupil academic and pastoral progress through the use of nationally standardised baseline data.
- Check for the appropriate and frequent use of iSAMS by all staff.
- Check for the appropriate and frequent use of Microsoft products .
- Plan, monitor and evaluate assessment and reporting in conjunction with the Headmistress and the whole school assessment and reporting policy.
- Ensure all pupils have access to and enjoy a vigorous and broad intellectual life both within and beyond the classroom.

Pupil discipline

- Develop a system of values which promotes harmony amongst all pupils.
- Work with other Deputy Heads to publish and promote expectations in terms of standards of behaviour.
- Work with other Deputy Heads to advise staff, pupils and parents about school rules and regulations.
- Promote self-discipline amongst pupils and monitor discipline in the specific Key Stage area.
- Communicate the consequences of noncompliance to all pupils.
- Manage serious breaches of discipline before they reach the Principal/ Headmistress.



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General responsibilities

- Assist the Principal/Headmistress as required in managing the School, and assume responsibility for any professional duty of the Principal/Headmistress as delegated.
- Assist the Principal / Headmistress in the running of the school's Performance Management.
- Assist the Principal/Headmistress in developing the aims and objectives of the School and policies for their implementation.
- Serve as a member of the Senior Leadership Team and of all policymaking bodies below Governor-level.
- Take an active role in the maintenance of discipline and good order throughout the School.
- Ensure good staff relationships and effective communication in conjunction with other members of the Senior Leadership Team.
- Ensure organisation for daily events are in place.

Further responsibilities include

- Authorising and monitoring all pastoral off-site activities, school trips and sports tours in the particular Key Stage area.
- To identify and pursue leadership and management development opportunities (to be agreed and negotiated with the Headmistress who will give support throughout) Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points.
- Teaching an approx. 20%-40% timetable (by Year 2 of appointment).

In short, your role is to ensure the pupils are happy in their learning and the staff are happy in their teaching within your particular Key Stage area.

Safeguarding and Child Protection

Sherborne Qatar is committed to safeguarding and promoting the welfare of children. All members of the academic staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection



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In the course of employment at Sherborne Qatar, staff may have access to confidential information relating to pupils and their families. They are required to exercise due consideration in the way such information is used. Staff should not act in any way, which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. Members of staff must not at any time use the personal data about others held by the school or disclose such data to a third person.