



## JOB DESCRIPTION

<b>Job Title:</b>	Deputy Headteacher Wellbeing, Behaviour and Safeguarding
<b>Responsible to:</b>	Headteacher
<b>Duties:</b>	The School Teachers' Pay and Conditions Document (Part XI) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.
<b>Allowance Attached to the Post:</b>	Leadership Spine
<b>Post holder:</b>	L22-26

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### CORE PURPOSE OF THE POST

JFS is a co-educational, inclusive, modern, orthodox, Jewish school that strives to produce well-educated, faithful and proud Jews who will be responsible and contributing members of society.

The successful post holder will have responsibility for the Wellbeing, Behaviour and Safeguarding of all JFS students in an inclusive environment. He/She will lead the school's work on promoting and improving attitudes to learning and excellent behaviour, ensuring JFS provides excellent Pastoral care and is a model school for promoting positive mental health and wellbeing for all. The successful candidate will also oversee bespoke learning and pastoral support for SEND students.

### KEY AREAS OF RESPONSIBILITY

- To have oversight of all aspects of student mental health and wellbeing, behaviour and safeguarding, maintaining and further developing high standards of excellence from students and staff and encouraging opportunities to build and strengthen student staff relationships
- To play a significant role under the direction of the Headteacher, in formulating the aims and objectives of the school, establishing the policies, practices and structures, through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- To lead the development, implementation and evaluation of all aspects of the School Mental Health and Wellbeing Initiative
- To be responsible in liaison with relevant colleagues, for the safeguarding practices across all areas of the school
- To lead the school's multi-disciplinary team for student wellbeing and safeguarding
- To lead in liaison with relevant colleagues, and promote the school's work on inclusion, student support and mentoring

- Lead, in liaison with relevant colleagues, the further expansion and development of training programmes for staff involved in all aspects of pastoral care and student wellbeing.
- Support the training and development of NQTs and share in relevant aspects of the induction and training of teaching staff new to JFS.
- To provide professional leadership and management for all aspects of the School.
- To establish a culture that promotes excellence, equality, and high expectations for all students.
- Together with the Headteacher be responsible for evaluating the Schools' performance in the areas under their responsibility and to identify the priorities that will lead to continuous improvement and the raising of standards.
- To ensure equality for all staff and students.

## **ASSOCIATED RESPONSIBILITIES**

- Lead in advising the Headteacher and the Governing Body in the development of a strategic vision for Pastoral Care, Safeguarding and Special Needs Education and Inclusion based on National developments and Government directives.
- To line manage and advise the Assistant Headteacher for Safeguarding and Mental Health on all matters pertaining to Safeguarding and to ensure that all stakeholders in the school are Ofsted compliant in this regard.
- To line manage the SENDCo supporting the further development of all aspects of SEND and Inclusion and ensuring compliance in this area.
- To implement policies for student development and progress that are informed by school self-evaluation and include strategies for improved behaviour, attitudes and attendance.
- To take responsibility for the leadership and direction of the Year Pastoral Teams years 7-11.
- To support the Assistant Head, Key Stage 5 for the leadership and direction of the Year Pastoral Teams years 12-13.
- To lead and direct the year leaders for all aspects of parent liaison including parents' evenings.
- To support the Deputy Head responsible for the delivery of PSHE in the teaching of British values/culture to raise excellence and understanding of these matters by the student body as required.
- To participate in the effective delivery of PSHE throughout the School, in conjunction with relevant colleagues, in keeping with the School's Jewish ethos and under the direction of the Deputy Head with this responsibility.

## **GENERAL SENIOR LEADERSHIP TEAM RESPONSIBILITIES**

- To promote a culture that promotes excellence, equality and high expectations for all students.
- To promote a shared and agreed understanding about the characteristics of effective, high quality student development and progress.
- To undertake monitoring and evaluation functions (including internal department/faculty/key stage evaluations) which will:
  - highlight teachers' professional strengths
  - identify success
  - track developments in the curriculum
  - contribute towards improvements in school structures, systems and policies
  - identify and evaluate areas where further development is needed and subsequent actions
  - enhance the quality of students' learning
  - lead to raising standards.
- To promote, model and lead outstanding professional behaviour for all staff particularly when dealing with sudden crises and emergencies.
- To encourage and ensure a high expectations for outstanding student behaviour across the school.
- To be available to respond to unplanned situations which may arise in the daily running of the school.
- To undertake an agreed and manageable teaching timetable proportionate with the responsibilities of the post.

- To attend meetings of the Senior Leadership Team and other school management meetings.
- To foster and support extra-curricular activities in the interest of the school community e.g. school productions, concerts, sports activities.
- To attend meetings of the Governing Body when requested as an observer and to give advice as requested.
- To make a contribution to school assemblies and to take an equitable share of lunchtime supervision.
- To line manage and appraise designated senior and middle leaders.
- Uphold and contribute to the further development of a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Liaise with relevant external organisations where required, in conjunction with the Director of Communication.

## **DEVELOPING SELF AND WORKING WITH OTHERS**

- Work with the Headteacher to build a professional learning community which enables others to achieve.
- To contribute to creating an evaluative climate in which all members of the school constantly review the quality of their work; where success is celebrated whilst holding staff to account.
- Support staff, within your team and within the whole school, in achieving high standards through effective continuing professional development.
- To develop and support excellent relationships between staff students and parents across the school community.
- To contribute and lead school INSET and training (including new staff induction) as required.
- Implement successful performance management processes with allocated team of staff.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own professional development.
- To manage own workload and that of others to allow an appropriate work/life balance.

## **OTHER CLAUSES**

The Deputy Head may be directed to perform other duties on or off site within the expectations for Senior Leaders within the School.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead.

**Date of Issue: August 2018**

**Headteacher: Rachel Fink**