

Deputy Head – Job Summary

The Deputy Headteacher is responsible for all aspects of the day-to-day management of the school and must be committed to working towards the best possible environment for the nurture and education of all pupils whilst continually enhancing the quality of education and pastoral care.

Deputy Head – Key Responsibilities

Academic:

- To manage and take responsibility for the day to day operational management of the school, including development of the overall school timetable.
- To lead on preparation for ISI inspections and prepare documentation to ensure the school is 'inspection ready'.
- To assess the training needs of staff arising from performance management, and in discussion with HODS and SLT, create a whole staff training programme.
- To organise external testing and manage the Pre-Test selection process.
- To oversee that data analysis is used systematically to improve academic performance across all key stages
- To lead pupil tracking and ensure that it is being done effectively by all departments across the school.
- To oversee the curriculum.
- To manage the Pre-Test process for future schools, pupil tracking and resources.
- To lead developments in digital learning and manage the curriculum applications.
- To organise Parents' Evenings/Academic meetings etc.
- To maintain close and effective relations with parents and the wider community.
- To keep abreast of developments in education and safeguarding policy.

Pastoral:

- Chair meetings with the relevant personnel.
- Regularly review and monitor pastoral practices across the school.
- Support the Heads of Year in dealing with serious pastoral issues.
- Prepare documentation for safeguarding reviews.

Staffing and Staff Development:

- Support the Head in developing and maintaining high morale and confidence among all staff to set an example of high professional standards and leadership.
- Develop and oversee the professional development and performance management programme for staff at all levels.
- Share recruitment of staff, including drawing up job descriptions, shortlisting and interviewing.
- Monitor and evaluate the quality of teaching and learning and help to identify areas for staff development.