



ABINGDON  
HOUSE SCHOOL & COLLEGE

## DEPUTY HEADTEACHER JOB DESCRIPTION

**Start Date:** 1 September, 2021

**Term:** Full-time

**Salary range:** £50,796-£62,016 depending on experience

### Main purpose

Under the overall direction of the Headteacher, play a lead role in the following areas:

- Formulating the aims and objectives of the school (School Improvement Plan) and establishing the policies through which they are to be achieved;
- Lead on teaching and learning;
- Be responsible for the standards and curriculum of all pupils, with a particular focus on Senior School curriculum and qualifications, including tracking and assessment of progress towards achievement;
- Oversee the pastoral care and behavioural support of pupils in the Senior School and the staff teams directly working in these areas;
- Lead on Careers Education;
- Work with the SENCo team on transition pathways for students;
- Proactively manage staff and resources.

In addition, the Deputy Headteacher will have direct responsibility for the following areas:

- The day to day running of the school;
- Take full responsibility for the school in the absence of the Headteacher;
- Carry out professional duties of a teacher;
- To be a qualified member of the Safeguarding Team for the school;
- Promoting and safeguarding the welfare of children and young people within the school.

### Duties and Responsibilities

#### Strategic Leadership

- In partnership with the Headteacher establish and implement an ambitious vision and ethos of the school;

- Play a leading role in the strategic development and self-evaluation planning process, ensuring that holistic analysis of pupil progress and quality of teaching and learning feeds into the School Improvement Plan in a tangible and measurable way;
- In partnership with the Headteacher manage school resources;
- Devise, implement and monitor action plans and other policy developments;
- Lead by example to motivate and inspire the staff team;
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives;
- Promote a culture of inclusion within the school community where all views are valued and taken into account;
- Contribution to termly Board reports.

### **Teaching and Learning, Student Well-being, SEND**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community;
- Work with the Headteacher to raise standards through staff performance management and lesson observations;
- Lead on the review and continual development of a framework of qualifications for the school;
- Lead on pastoral support of Senior School and College;
- Lead the development and delivery of training and support for staff;
- Lead the on the continual review and further development of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils;
- Ensure a holistic programme to ensure our students develop learning, life and personal skills that lead to further opportunities following AHSC for them to lead fulfilling lives and reach their full potential;
- Oversee PSHE, Online Safety and SRE, and manage staff leads;
- Ensure collaborative, progressive and consistent working of all components of the school (academic, pastoral, behavioural, SEND, therapy) and the team of staff working within them, to ensure an outstanding provision to support our students' progress and attainment;
- Working in partnership with the Headteacher and members of SLT, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality;
- Ensure the systematic teaching of learning and life skills and recording of impact is consistently high across the school;
- Review and continued development of systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards;
- Ensure through leading by example the active involvement of students and staff in their own learning;
- Lead on and continual review and development of Careers Education;
- Work in partnership with the SEND team on next step destinations for student leavers;

- Promote the development and delivery of enrichment/extra curricular opportunities for students to enhance their learning and progress.

### **Leading and Managing Staff**

- Support collaborative approaches to learning within the school and beyond;
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteacher;
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn;
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting;
- Proactively engage in ongoing professional development to ensure the needs of the school community are met to a high standard;
- With the Headteacher, lead the performance management process for all identified support and teaching staff.

### **Safeguarding**

- As a member of the Safeguarding Team for the school, ensure that all training required is up to date and compliant;
- Ensure use of *My Concern* is comprehensive and consistent;
- Oversee PSHE, Online Safety and SRE, ensuring safeguarding and wellbeing compliance;
- Lead on weekly attendance monitoring of School (with delegation of daily completion to key senior members of the school).

### **Operational Management**

- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate;
- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate;
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication;
- Working with the Headteacher and the Bursar, undertake key activities related to professional, personnel/HR issues, including managing HR and other leadership processes as appropriate e.g; sickness absence, performance, capability;
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school;
- Lead on reporting and parents evenings, in collaboration with the relevant members of SLT;
- Be a proactive and effective member of the Senior Leadership Team;
- To undertake any professional duties, reasonably delegated by the Headteacher.

## **Accountability**

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards;
- Support the Headteacher in reporting the school's performance to its community and partners;
- Promote and protect the health and safety and welfare of pupils and staff;
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

## **Strengthening Community**

- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers;
- Develop and maintain contact with all specialist support services as appropriate;
- Promote the positive involvement of parents/carers in school life;
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties;
- Strengthen partnership and community working;
- Promote positive relationships and work with colleagues in other schools and external agencies.