**Deputy Head Teacher - Tasks and Duties**

**To lead and manage the day to day running of the school for all aspects.**

* Deputise - on and off-site. Be ambassador for school at all times.
* Manage whole school student behaviour (behaviour lead).
* Oversee, co-ordinate and manage the data and assessment team and present relevant information to Governors.
* Take on the role of DSL supported by the Head Teacher and Assistant Heads.
* Closely monitor the performance of pupils eligible for Pupil Premium.
* Have an outstanding level of SEN knowledge especially how to meet the needs of those with ASD, ADHD and LDs and where applicable their challenging social and emotional needs.
* Have the ability and skills to carry out the role on a 24/7 basis as appropriate to the role.
* Be able to set the highest of standards with significant knowledge of LDs and ASD.
* Be self-motivated person who is a team player to lead this outstanding school,
* Ideally have NPQH.
* Be a member of the leadership team along with Head Teacher, two Assistant. Heads and School Business Manager.
* Deputise for the Head Teacher.
* Make significant contribution to both SDP and SEF.
* Organise teacher CPD.
* Constantly support the Head Teacher to ensure continuation  
  of being an outstanding school.
* Undertake Appraisal - of circa 5 out of 14 teachers.
* Lead a number of Annual Reviews – often those which may be more challenging.
* Have the ability and knowledge to advise on specialist Post 16 provision
* Oversee Volunteers, lead on recruitment, interviewing, safeguarding and deployment.
* Oversee the KS4 lead teacher with the placement of external persons/students for Work experience.
* Have a significant role in organising & leading special visits/visitors eg trainee police officer induction, artist in residence and visiting teachers or speech & language therapists.
* Attend TfN (Transforming fourteen to Nineteen) our 14 to 16 network Deputies, occasionally attend board meetings on behalf of Head and report any actions from these meetings.
* Lead and organise the teaching timetable for the next academic year each year during the summer term.
* Undertake rigorous lesson observations with the Head Teacher and Assistant Heads.
* Lead prospective parents' tours in conjunction with the Head Teacher.
* Oversee the years INSET schedule with the Head Teacher & oversee staff CPD both internal & external linked to SDP & SEF priorities with the Head.
* Manage staff meeting schedule and termly 'Staff Voice' meeting.
* Lead on RONIs.
* Check performance tables with data manager.
* Teach for approximately 10 lessons per week.
* Be able to teach a range of subjects.
* Liaise with Governors and their sub committees, close working and policies review as appropriate to this senior leadership role.
* Liaise with parents and carers at an appropriate level.
* Promote the school in a variety of ways.
* Ensure the Assistant Head Teacher responsible for the curriculum/teaching and learning, maintains the highest standards, with outstanding content which has rigorous review.
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* Oversee and manage the programme and agenda of the weekly teachers’ meetings.
* Oversee the organising of assemblies carried out by a designated teacher.
* Work with the Head Teacher to ensure allocated curriculum budget is appropriately spent.
* Be willing to participate in occasional holiday duties, like overseeing publication of summer examination results, very occasional contractor works.
* Provide training to staff as appropriate to the post.
* Be a visible presence at lunchtime, outside from 13:15 hours, some visual presence outside during morning breaks and at end of day.
* Have good knowledge of Precision Teaching.
* Be resilient.
* Be dynamic.
* Have commitment, energy and enthusiasm.
* Possess outstanding organisational skills.
* Conduct PSPs after any FTE.