** Thetford Grammar School**

**Independent School for pupils aged 3 - 18**

 **Head: Mr Michael Brewer**

Deputy Head

*This job description can be amended to suit the appointed candidate’s particular skill set and remains subject to change as agreed with the Head, Directors and Governors in the best interests of the school.*

The Deputy Head of Thetford Grammar School is responsible for improving the school in the following areas:

* ACADEMIC: Ensuring a continuity of education across the 3-18 age range that delivers excellent academic outcomes for all pupils.
* PASTORAL & CO-CURRICULAR: Ensuring a breadth of provision that delivers excellent personal development opportunities for all pupils.
* STAFFING: Helping to train, recruit and develop the highest calibre of staff, providing them with a progressive balance of challenge and support to ensure our pupils are best served.
* COMMUNITY: Ensuring that the school enjoys a high standing amongst parents, within the local community and further afield.
* COMMERCIAL: Contributing to the financial success of the school in all areas of responsibility.

ACADEMIC responsibilities will be met chiefly, but not exclusively, by:

* Reviewing the academic journey that a pupil follows from 3-18 and providing strategic leadership in order to demonstrate how we can provide the best possible academic outcomes.
* Assessing the curriculum offer and leading on key initiatives to ensure a rigorous programme of study that prepares all learners for success in the 21st Century.
* Establishing effective transition processes and procedures between key stages of education.
* Holding regular strategic meetings with academic leaders, monitoring the impact and efficacy of school improvement rooted in outcomes for pupils.
* Having input into timetabling discussions to help ensure the effective deployment of staff.
* Promoting the school’s academic achievements and helping to ensure that suitable systems underpin future success.

PASTORAL & CO-CURRICULAR responsibilities will be met chiefly, but not exclusively, by:

* Liaising closely with the Designated Safeguarding Lead to ensure that pupils are at all times safe and able to flourish within a fully compliant setting.
* Establishing positive relationships with pupils based on a mutual trust and respect as well as a shared knowledge of the best interests of each pupil.
* Having an overview of the pupil experience outside of the classroom, ensuring that there is a diverse and attractive offer of activities, events and clubs which provides suitable opportunities for all pupils to find personal growth and success.
* Celebrating pupil and staff achievements within the school and in the wider community.

STAFFING responsibilities will be met chiefly, but not exclusively, by:

* Leading by example in the classroom and beyond; consistently demonstrating a willingness to engage critically with educational research and evidence-informed practice both within the sector and beyond, showing a constant desire to improve experiences and conditions for pupils in order to maximise opportunities for pupils’ academic achievement and personal development.
* Helping to recruit staff as per the school’s needs, and ensuring that they engage with the best available CPD.
* Working to empower an autonomous staff who drive CPD through their own shared experiences.
* Undertaking regular learning walks following the low-threat, high-challenge model of monitoring known as ‘Typicality and Support.’
* Advising across the school on current pedagogical research and evidence-based best practice in the pursuit of academic excellence.
* Guiding and supporting colleagues towards fulfilling the school’s ambitious vision

COMMUNITY responsibilities will be met chiefly, but not exclusively, by:

* Representing the school’s values at all times.
* Being available to meet with parents individually, in groups or collectively to address concerns, raise awareness or promote success.
* Devising ways to reach out to the local community and provide opportunities for Thetford Grammar School to be of benefit to the town and people of Thetford.
* Attending local, national and international events to promote the work of Thetford Grammar School.

COMMERCIAL responsibilities will be met chiefly, but not exclusively, by:

* Understanding the nature of the school as a business whose aims of benefitting pupils and the wider community are dependent upon sound financial planning.
* Helping to lead on pupil recruitment, analysing trends in data and suggesting initiatives to attract pupils to Thetford Grammar School.
* Helping to lead on pupil retention, liaising with other school leaders to ensure that pupils remain with us for as long as possible.
* Promoting the school locally and further afield to ensure that the good name of the school is widely known.
* Advising on cost-effective solutions in any area of personal responsibility.
* Having a keen awareness of developments in the sector locally, nationally and internationally, and seeking ways to maximise Thetford Grammar School’s potential in those arenas.