**Deputy Headteacher**

**Job Outline**

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**Responsible to:** The Headteacher and Local Governing Body

**Salary Grade:** Leadership pay scale 22 - 26

**Full time/Part time:** Full time

**Core Purpose**

The Deputy Headteacher shall play a major leadership role under the overall direction of the Headteacher in:

1. formulating the aims and objectives of the school;
2. establishing the policies through which they shall be achieved;
3. managing staff and resources to that end; and
4. monitoring progress towards their achievement;
5. publicly supporting all decisions of the Headteacher and Governing Body

The Deputy Headteacher shall undertake the professional duties of the Headteacher in the event of her absence from the school.

**Principle Accountabilities:**

**Leadership & Management**

* Work with the DHT Curriculum and Achievement to maximise student progress and enable all of our students to fulfil their potential.
* Direct the Heads of Community to ensure a clear understanding, application and compliance with the school’s standards and expectations of behaviour for learning.
* Line management of the pastoral team including Communities, Student Services and Safeguarding.
* Ensure high standards of progress throughout the school through the implementation of effective and efficient whole school monitoring and evaluation of behavioural procedures.
* Contribute to the CPD in order to raise standards of behaviour and improve student wellbeing.
* Share responsibility for the creation, implementation, monitoring and evaluation of the School Development Plan.
* Deputise for the Headteacher in her absence.

**Safeguarding**

Fulfil personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children’s Act, Statutory Guidance and by the Local Children’s Safeguarding Board. These include:

* Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.
* Operating clear whistleblowing procedures.
* Sharing information, with other professional.
* Operating safe recruitment practices.
* Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice.
* Operating and monitoring clear policies for dealing with allegations against people who work with children.

**Teaching**

* Provide an example of ‘excellence’ as a leading classroom practitioner and inspiring and motivating other staff.
* Plan and teach lessons to the classes they are assigned to teach within the context of the school’s plans, curriculum and schemes of work.
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vision.
* Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
* Manage the school’s lunchtime arrangements along with other senior leaders.

**Behaviour and Inclusion**

* Oversight of the whole school behaviour systems and conduct in and around school; ensure relevant policies are updated and trends are analysed to ensure sustained improvement.
* Designated Safeguarding Lead and leadership of the Safeguarding Team.
* Keeping up to date with safeguarding legislation and training including updating policies, informing SLT and maintaining records of staff training.
* Oversight of the provision of pastoral care and development of the pastoral systems.
* Liaise regularly with Parents and other Stakeholders to support students’ learning and progress.
* Working closely with AHT for Interventions and SENCo.
* Oversight of Student Services, attendance and welfare.
* Improve attendance to ensure national expectations are exceeded.
* Managing disciplinary cases for students including exclusions, managed moves and other referrals.
* Oversight of SMCS and the promotion of British Values.

**Professional development**

* Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
* Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.