



Harrop Fold School

MAKING THE DIFFERENCE

JOB DESCRIPTION

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| Job Title: | Deputy Headteacher –Culture and Ethos (Leadership Scale L19-23) |
| Responsible to: | Headteacher |
| Line Managing: | Assistant Headteacher - Transition & Culture Behaviour Team Leader SEND Coordinator Attendance Officer |

Job Purpose:

- To lead the promotion of the culture, values and ethos of Harrop Fold school and the standard to which students and staff demonstrate these in all areas of school life
- To embed our ethos and values as a quality mark which is clearly and regularly communicated to parents and community stakeholders
- To take lead responsibility for strategy around Personal Development, Behaviour and Welfare in line with the school's priorities and in supporting the specific needs of the children in the community we serve, continuing to deliver excellence as the school grows.
- To provide strategic leadership of school behaviour and attendance systems in order to ensure the highest standards of student engagement, attitudes to learning, attendance and punctuality
- To ensure the coordination of effective provision for student welfare, development and wellbeing, multi-agency support and related partnerships in order to measurably improve student outcomes
- To lead a culture of aspiration, celebration and reward in the school and its community
- To lead school improvement through the perspective and engagement of parents and the community
- To provide strategic leadership on alternative provision both internally and externally in order to maximise student outcomes
- To support provision of an outstanding programme of Careers Education Individual Advice and Guidance (CEIAG) across the organisation and for all year groups
- To deliver and commission innovative services in direct support of the school's ethos, aims and objectives as developed by the School Governing Board.
- To monitor the progress and standards of all year groups devising strategies to ensure students' achieve excellent behaviour, attendance, progress and achievement
- To be accountable for the strategic leadership of a core faculty area, working through the Faculty Leader to ensure excellence in teaching and learning, engagement and student outcomes
- To undertake an appropriately proportionate programme of teaching in accordance with the duties of a teacher

Principal Duties:

Leadership and management

- To ensure that the school's systems for the management of student conduct are applied consistently and by all who work and study at the school
- To guide the Behaviour Team in ensuring effective internal provision for the management of student conduct which falls below expected standards
- To develop strong values and ethos across the school and provide opportunities which enhance the quality of provision and provide opportunities for all children to lead and grow
- Working through the Assistant Headteacher–Transition & Culture, to ensure that outstanding safeguarding, student support and inclusion arrangements underpin the social and emotional health and wellbeing of all students
- To monitor standards and consistency in classroom expectations of student engagement and the application of rewards and sanctions, supporting where necessary to ensure effective practice by all
- To assume lead responsibility for attendance and exclusion and associated reporting arrangements
- To line manage Curriculum Leader(s) (core faculty) in ensuring that monitoring and evaluation are robust and systematic and all underperformance addressed
- To take personal responsibility for improving children's and young people's ability and eagerness to learn and mitigating the problems they face through the strategic development of enrichment programmes of social, academic and physical activity.
- To inform the Executive Leadership Team and Governing Body, on a regular basis, of successes and areas for development in areas of responsibility and in identifying effective actions to address any matters arising
- To ensure that high quality performance is maintained and robust development plans are implemented which drive forward improvements
- To oversee the delivery of whole-school tutorial and assembly programmes in order to promote student development
- To lead by example in modelling the highest professional standards to staff and students

Teaching learning and assessment

- To teach across the breadth of the school clearly demonstrating effective teaching, classroom organisation and high standards of achievement, behaviour and discipline
- To meet regularly with designated Faculty Leaders to monitor and evaluate standards **and** to quality assure the provision of teaching, learning and assessment in the designated curriculum/faculty area
- To support Faculty Leaders in monitoring and improving the quality of teaching learning and assessment in the designated area
- To ensure reports and assessments for the Faculty area are timely, high quality and accurate
- To analyse, evaluate and present data relating to areas of responsibility to the Governing Body and other stakeholders

Student progress and achievement

- To work ensure that progress concerns within key individuals and year groups are effectively and systematically addressed
- To develop and oversee effective collaborative working practices with our partnership primary schools, external agencies and alternative provision to meet students' needs as appropriate.
- To coordinate parental consultation evenings and the school's Open Evening
- To attend other school events

Contribution to Academy priorities and policies

- To lead the implementation of the school's Behaviour, Inclusion and Attendance and Safeguarding Strategies and related policy to ensure students achieve their personal best
- To collaborate with multi agency partners across the area to deliver the best possible outcomes for young people.
- To represent the school in a range of forums e.g. as a primary school governor etc.
- To take a lead role in school self-evaluation, critically evaluate strategies for school improvement and contribute effectively to strategic planning meetings

General duties and responsibilities

- To safeguard the welfare of students and report any concerns to the Headteacher
- To attend calendared parental and school events in line with expectations of the role
- To uphold the ethos and promote the core principles of the school
- To work in accordance with all procedures and policies, to adhere to the school's professional code of conduct for staff and quality standards for all staff including smart dress code.
- Lead in the delivery of In-service training in area of specialism
- Maintain a high profile and visible presence within the school and carry out senior duties effectively
- Review and adapt systems and policies in response to the changing needs of stakeholders
- To chair, participate in and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.
- To carry out other duties as may be reasonably requested

Signed by post-holder:

Date: