



Ravens Wood School

Job Description – Deputy Headteacher

PURPOSE:

The Deputy Headteacher is expected to work alongside the current Deputy Headteacher and deputise for and support the Headteacher with regard to internal organisation and management of the school, take a leading role in the coordination of the whole school and uphold, through personal example, the philosophy on which the school's life is based and the values that will determine the quality of school life for everyone.

The Deputy Headteacher will provide professional leadership for the school in the areas determined in accordance with their experience and skillset agreed with the Headteacher, which secures success and continuous improvement in teaching and learning, ensures a high quality education and school experience for all learners.

Staff are the major resource upon which the school's continued success will be determined. The Deputy Headteacher will take a major role in supporting and developing all staff.

Reporting to: Headteacher

Main areas of responsibility:

- Deputising for the Headteacher
- Working with delegated Assistant Headteachers and the current Deputy Headteacher to raise achievement across the whole school
- Providing clear strategic direction to further improve the quality of education at the school.
- Oversee assessment and report data
- Play a key role in developing the curriculum at all key stages, and implementing change to ensure impact.

The Deputy Headteacher will support the Headteacher:

- In continuing the development of "The School's Vision" to ensure high quality education for its students and their standards of achievement.
- In promoting the aims of the school through the implementation of the policies of the Trust Board and the Local Governing Body.
- In developing an environment in which staff and pupils are able to achieve their full potential.
- In developing and implementing the School Development Plan (SDP) & strategic targets; continually monitoring, reviewing and updating the plan/targets.
- In enabling staff to carry out their delegated roles and responsibilities.
- In sharing the activities of the school through the school Twitter account and promoting the positive work that is taking place in school day to day
- In helping to write the school Self Evaluation Form (SEF) and the SDP along with the wider Senior Team.
- In leading on areas as agreed with the Headteacher, and highlighted in the SLT line management structure.

Leading and Managing:

The Deputy Headteacher will support the Headteacher:

- In taking an active role in the recruitment and selection of teaching and support staff.
- In encouraging and motivating all staff to contribute to improvements to the quality of education provided and the standards achieved.
- In taking an active role in the deployment and performance management of staff, encouraging initiative and teamwork and ensuring that they receive appropriate professional development.
- In creating and maintaining good working relationships with all members of the school community.
- In promoting the school's ethos, through personal example, ensuring the highest standards are expected from all members of the school community.
- In ensuring that professional duties are fulfilled as specified in the School Teachers' Pay and Conditions Document.
- In maintaining a duty of care regarding pupil, staff and visitors' health, safety and welfare.
- In keeping abreast of new initiatives

Accountability:

The Deputy Headteacher will:

- Work closely with the Headteacher and Governing Body and Link Governors as appropriate.
- Undertake a teaching commitment, including cover if necessary.
- Develop and secure a positive working relationship with all stakeholders.
- Take an active role in the development and organisation of the whole school performance management process, monitoring staff to meet local and national requirements and support continual professional development for all staff.
- Be responsible for the areas agreed with the Headteacher, as outlined in the SLT line management structure.

It is recognised that a long and inclusive list can never of itself sum up the key role of the Deputy Headteacher. The Deputy Headteacher is a senior professional within the school. Their work and professionalism should provide leadership to other staff and sound guidance to all pupils. It must be recognised that there will be tasks which the Deputy Headteacher will be expected to undertake as part of the role of a senior manager. These may change in their content and complexity as the school develops in the future.

Teaching:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Other Specific Duties:

- Be accountable to the Headteacher for all delegated pastoral and management tasks.
- Employees of the Trust must uphold Safeguarding Policies and Procedures
- To play a full part in the life of the school community, to support its distinctive ethos and policies and to encourage and ensure staff and pupils to follow this example.
- To continue personal professional development as agreed.
- To engage actively in the performance review process.

- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To work collaboratively with colleagues within the Trust schools to promote further school improvement.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO/Headteacher/Governing Body to reflect or anticipate changes in the job commensurate with the grade and job title.