



## Deputy Headteacher

**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:

- a) formulating the aims and objectives of the school;
- b) establishing the policies through which they shall be achieved;
- c) managing staff and resources to that end; and
- d) monitoring progress towards their achievement;
- e) 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**

- To be responsible for all matters relating to the curriculum and its development in consultation with Heads of faculty; Heads of Department and the Senior Leadership Team
- To play a key role in School Self-Assessment
- To monitor student progress
- To have a strategic overview of the compilation and use of data to measure the success of both student and subject attainment
- To work closely with the governing body to ensure the school runs effectively and efficiently
- To oversee the strategic planning including, personnel, estate and community aspects to ensure that the school makes the best use of resources available
- To oversee the most effective use of resources in support of the school's vision as set by the Headteacher and Governors
- To oversee the strategic development of community activities, developing a lettings strategy and liaison with local residents
- Line management of core subjects

#### **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.

**GREATER THAN THE SUM OF ITS PARTS**



- 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 students.
- 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 student development to secure co-ordinated outcomes.
- Manage the school's lunchtime arrangements along with other senior leaders.

### **Curriculum and Resources**

- Ensuring that the curriculum meets the needs of all students
- Working with the appropriate members of the leadership team to ensure that the specific needs of all students are met, so that the curriculum is accessible to all
- Advising the Headteacher on the staffing required for the effective implementation of the curriculum
- Creating the timetable to ensure that staff and resources are appropriately deployed in order to deliver the curriculum
- Monitoring curriculum developments and initiatives to ensure that student outcomes are maximised
- Undertaking the monitoring of key areas of the school
- Having a current knowledge and understanding of the requirements of Ofsted
- Ensuring that self-evaluation policies and procedures are carried out rigorously and contribute to raising standards
- Overseeing and tracking students' progress against targets and measure progress
- Monitoring the use of assessment to enhance learning and measure progress
- Working with Assistant Headteachers to ensure that effective intervention strategies are implemented
- Establishing and embedding robust reporting systems
- Utilising all appropriate data to maximise student attainment and progress
- Overseeing the development of all senior and middle leaders in the use of data and assessment so that student attainment and progress are maximised
- Ensuring the governors have a clear understanding of data analysis and target setting procedures
- Ensuring that governors contribute to appropriate curriculum policies

### **Professional development**

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.

**GREATER THAN THE SUM OF ITS PARTS**



- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

**GREATER THAN THE SUM OF ITS PARTS**