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| **Post Title and Grade** | **Deputy Principal – Behaviour and Attitudes / Personal Development KS3-5 (Leadership Point L20–L24**  **£67,364 - £74,295)** |
| **Reporting to** | Principal, Governing Body |
| **Liaising with** | Principal, Deputy Principal - Quality of Education /Sixth Form, Associate Vice Principals, Governing Body, Teaching Staff, Associate Staff |
| **Purpose** | |
| To assist the Principal in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Principal. A particular focus will be upon leading two relevant sections of the School Improvement Plan | |
| **Particular Responsibilities/Core Duties** | |
| * To assist the Principal in shaping the vision and direction for the school, setting out very high expectations and with a clear focus on student achievement, behaviour and attitudes * **Coaching and Teacher development** * To assist the Principal in all aspects of the day-to day administration and organisation of the school with a particular focus on Student Support * To act as the Investigation Officer in the administration of complaints * To play a significant role in formulating the School Improvement Plan (SIP) along with the Principal, Governors and other Senior Staff. To take responsibility for developing and monitoring policy and practice linked to the Quality and Standards Committee of the Governing Body * To assist the Principal in school Self Evaluation and Sixth Form Self Evaluation and in the effective planning and management of school resources to secure improvements * To actively promote equality of opportunity by assisting the Principal in ensuring that the schools’ curriculum provides the best possible outcomes for all students, taking into account the diversity of the school community * To inspire, motivate and influence staff and students, taking a leading role in maintaining the highest possible standards of teaching, learning and student behaviour * To play a significant role in preparing the school for external evaluation * To improve the effectiveness of Middle Leadership by designing, implementing and evaluating focussed CPD opportunities * To take full responsibility for leading and managing a team of Associate Vice Principals and Heads of Year and integrating the SEND team with the broader Student Support structure | |
| **Key Tasks** | |
| * To ensure that Associate Vice Principals with responsibility for the quality of student support and transition across all key stages, work effectively and in line with the vision and direction of the school * To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures * To establish common standards of practice within student support * To ensure that quality assurance procedures meet the requirements of Self Evaluation and the School Improvement Plan * To work with the Director of Logistics in order to ensure that internal data informs strategy and intervention, where required * To ensure the Behaviour Management Policy is implemented so that effective learning can take place * To provide support and guidance to school leaders and other staff, acting as the Complaints Co-ordinator and Investigating Officer where required * To take a leading role in improving the involvement of parents, carers and the community in the life of the school * To take a leading role in managing arrangements for school to school support and external partnerships * Ensure staff and Governors are kept up to date with DfE/Ofsted policy changes and that a strong evidence base supports accurate school Self Evaluation judgements. * Oversee the Personal Development aspect of our curriculum, our Form Tutors and Assembly programmes * Act as the named school lead for attendance, exclusions, admissions and Alternative Provision. | |
| **Teaching** | |
| * To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher | |
| **General Leadership Responsibilities** | |
| * To assist the Principal in shaping the vision and direction for the school, setting out very high expectations and with a clear focus on student achievement. * To assist the Principal in all aspects of the day-to-day administration and organisation of the school. * To inspire, motivate and influence staff and students, taking a leading role in maintaining the highest possible standards of teaching, learning and student behaviour * To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures * To play a significant role in formulating the School Improvement Plan (SIP) and the Self Evaluation Form (SEF) along with the Principal, Governors and other senior staff * To work with the Director of Logistics in order to ensure that internal data informs strategy and intervention, where required * To ensure the Behaviour Management Policy is implemented so that effective learning can take place * To participate in and lead CPD * To provide support and guidance to school leaders and other staff * To take a leading role in improving the involvement of parents, carers and the community in the life of the school * To play a full part in the life of the school community, to support its distinctive ethos and to encourage other staff and students to follow this example * To continue personal development as agreed * To engage actively in the performance review process * To undertake any other duty as specified by the School Teachers’ Pay and Conditions document not mentioned in the above | |
| **Additional Duties** | |
| * To continue personal development as agreed * To engage actively in the performance review process * To undertake any other duty as specified by the School Teachers’ Pay and Conditions Document not mentioned in the above * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be 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 adhere to Holyhead’s agreed Code of Conduct | |
| **Safeguarding** | |
| * To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders. * To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy * To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders * To consider at all times what is in the best interests of the child * To protect children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care * To take action to enable all children to have the best outcomes | |
| This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.  The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post. | |